

DEPAUL UNIVERSITY FACULTY HANDBOOK

January 2010

DEPAUL UNIVERSITY FACULTY HANDBOOK
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SUPERSEDED

DEPAUL UNIVERSITY FACULTY HANDBOOK

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 the 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 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 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. 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.

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

1.2 Governance Structure

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

- 42
- 43 1. DePaul University is a community sharing a common interest in the welfare of the
44 institution.
- 45 2. DePaul is a university community which has adopted this country's tradition of collegial
46 governance. The University's own philosophy encourages faculty and staff to be
47 concerned with university-wide issues, to prevent barriers from separating different
48 divisions of the University, and otherwise to work for a type of unity that the term
49 "community" implies.
- 50 3. As a corporation, the University has a formal structure of governance described
51 principally by its Charter and Bylaws. The latter document assigns certain
52 responsibilities and authority to the Board of Trustees and to particular officers of the
53 University, but it assumes that much of the authority will be shared by a process of
54 delegation.
- 55 4. For the University to be well governed, the diverse interests and perspectives of faculty,
56 staff, students, and administration must be considered and incorporated in a timely
57 fashion in the decision making processes of the institution.
- 58 5. By tradition and training, the faculty are expected to make judgments about the academic
59 integrity of the curriculum and the professional requirements of faculty status. Therefore,
60 curriculum, academic programs, and faculty status questions shall be considered primary
61 responsibilities of the faculty. It is understood that in order to carry out these
62 responsibilities, the faculty will work closely with the academic administrators and the
63 officers of the University. They will also seek the advice of students, part-time faculty,
64 and staff. While the President and the Board of Trustees have the authority to reverse the
65 decision of the faculty regarding their primary responsibilities, it is expected that they
66 would do so only in exceptional circumstances, and would communicate the reasons to
67 the faculty.
- 68 6. Faculty governance regarding academic programs, curriculum and faculty status
69 regularly takes place through departments, programs, colleges and schools. Primary
70 governance within these bodies shall continue as in the past to reside within these bodies
71 as well.
- 72 7. Some institutional mechanism is required for University faculty to make decisions on all
73 educational matters and policies regarding faculty status which concern more than one
74 college or school or which are otherwise of general interest.
- 75 8. Needed, too, is a mechanism for the University faculty to make recommendations to the
76 President and the Provost regarding matters outside the primary responsibilities of the
77 faculty.

78 The Faculty Council has been established to assure full and equal participation of faculty in
79 University governance.

80

81 **1.2.1 Primary Responsibilities of the Faculty**

82

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

85

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

99

100 **1.2.2 Participatory Responsibilities**

101

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

104

- 105 1. Establishment of University priorities.
- 106 2. Formulation of policy with regard to allocation and utilization of the University's human,
- 107 physical and fiscal resources and the principles underlying the development of the
- 108 budget.
- 109 3. Oversight of administrators, establishment or dissolution of administrative offices, and
- 110 major changes in administrative structure.
- 111 4. Establishment of policies for the regulation of inter-collegiate athletes.
- 112 5. Recommendation of candidates for honorary degrees.
- 113 6. Other matters inseparably associated with traditional faculty responsibilities.
- 114 7. The establishment or elimination of colleges, schools or departments.
- 115 8. Conducting of commencement exercises and honors convocations.
- 116 9. Any matters of interest to the faculty or pertaining to the University and its purpose.

117

118 **1.3 The Faculty Council and Its Delegated Authority**

119

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

125
126 For the purposes of this Council's representation, the regular full-time faculty of the University
127 consists of all full-time instructors, legal writing instructors, long-term contract teaching
128 professionals, assistant professors, associate professors, and professors, and excludes the
129 President, the Provost, the vice presidents of the University, the deans of the colleges or schools
130 and other faculty members whose roles in the judgment of the President of the Faculty Council,
131 are predominantly administrative.

132

133 **1.3.1 Members of the Faculty Council**

134

135 The Council shall include twenty eight (28) full-time faculty members.

136

- 137 • Four (4) from the College of Commerce
- 138 • Two (2) from the College of Communication
- 139 • Three (3) from the College of Computing and Digital Media
- 140 • Two (2) from the College of Education
- 141 • Two (2) from the College of Law
- 142 • Six (6) from the College of Liberal Arts and Social Sciences
- 143 • Three (3) from the College of Science and Health
- 144 • Two (2) from the School of Music
- 145 • Two (2) from the School for New Learning
- 146 • Two (2) from The Theatre School

147

148 Members shall be elected by the full-time faculty of the various colleges and schools
149 respectively. The term for a regularly elected member of Faculty Council shall be from
150 September 1st of the calendar year in which he or she is elected until August 31st of the calendar
151 year in which his or her term expires. Each calendar year, unit elections for the regular seats and
152 alternate seats held by members whose terms expire in that year shall take place on or after April
153 1st and be a date that will allow the results to be reported to the chair of the Committee on
154 Committees for presentation at the June meeting of the Council. Members elected at that time
155 shall begin their terms on September 1st of that year.

156

157 Council members shall hold office for three years with staggered terms so that one-third of the
158 membership is eligible for election each year. The office of Council member shall become
159 vacant on incapacity or resignation or the absence of a council member from the meeting of the

160 Council for four consecutive months. The college dean shall call a special election to fill an
161 existing vacancy.

162
163 The full-time faculty shall elect twenty-three (23) faculty members to serve as alternate members
164 of the Council.

- 165
- 166 • Three (3) from the College of Commerce
 - 167 • Two (2) from the College of Communication
 - 168 • Two (2) from the College of Computing and Digital Media
 - 169 • Two (2) from the College of Education
 - 170 • Two (2) from the College of Law
 - 171 • Four (4) from the College of Liberal Arts and Social Sciences
 - 172 • Two (2) from the College of Science and Health
 - 173 • Two (2) from the School of Music
 - 174 • Two (2) from the School for New Learning
 - 175 • Two (2) from The Theatre School
- 176

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

180
181 The Faculty Council Committee on Committees shall review the composition of Faculty Council
182 membership by February 29th of every leap year and make a recommendation to Faculty Council
183 during the subsequent March meeting to maintain or adjust the composition of membership to
184 take effect for the coming academic year.

185
186 **1.3.2 Officers of the Faculty Council**

187
188 The Council shall elect a President as presiding officer, a Vice President and Secretary from
189 among its elected members and these officers may be from any school or college. An additional
190 officer shall be the Chair of the Committee on Committees, who shall be elected from among the
191 COC members themselves, subject to the approval of Council.

192
193 The President shall represent Council in university business that Council deems appropriate. She
194 or he shall call the monthly meetings of Council, preside over Faculty Council Executive
195 Committee meetings, and otherwise organize the business of Council in consultation with the
196 other officers. The President does not vote on Council resolutions unless there is a need to break
197 a tie vote or she/he decides to make a tie. In the case of secret ballot, the President may vote.

198

199 The Vice President shall represent Council in university business deemed appropriate or to
200 which the President is unable to attend. The Vice President shall be the working liaison between
201 Council and specific standing committees as designated by the President and shall organize the
202 Faculty Council Executive Committee meetings.

203

204 The Secretary shall keep the minutes at the Council meetings, monitor the website, maintain the
205 archival records of Council and report findings or decisions of Council to the appropriate
206 administrative bodies for action.

207

208 The Chair of the Committee on Committees shall organize the appointment of faculty (subject to
209 Council's approval) to all faculty slots on university and Council committees. She or he shall
210 maintain the records of current or previous faculty appointments, shall oversee the process of
211 Council elections in the various colleges and shall perform other organizational duties as
212 designated by the President and the Faculty Council Executive Committee.

213

214 The President, Vice President and Secretary of the Council shall be elected at each June meeting.
215 It is not precluded, but it is also not an assumption, that the Vice President will necessarily
216 succeed the President. Terms for all officers are one year, subject to re-election. The President
217 and Vice President must collectively represent at least two (2) colleges or schools. Should any
218 officer be unable to fulfill her or his term, the Committee on Committees shall determine by next
219 Council meeting a proper process for succession.

220

221 **1.3.3 Meetings of the Council**

222

223 The Council shall generally meet on the first Wednesday of each month during the academic
224 year (September through June, inclusively), and as needed at the call of the President of the
225 University, the Provost, the President of the Council, or at the call of the majority of the Council
226 members. Minutes of each meeting shall be sent promptly by the Council Secretary to all
227 fulltime faculty members.

228

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

232

233

234 **1.3.4 Notice to the Faculty of Council Meetings**

235

236 The Council Secretary shall send notice and agenda of each meeting of the Council for posting to
237 each college or school, department or other appropriate academic unit of the University, together

238 with documents pertaining to the agenda of the meeting, including the text of any proposed
239 legislation.

240

241 **1.3.5 Conduct of Meetings**

242

243 Presence of 50% or more of the voting eligible members of the Faculty Council shall constitute a
244 quorum of the Council. Decisions are to be made by majority vote of the Council members
245 present, provided that the votes in favor of a resolution shall number more than one-third of the
246 voting eligible members.

247

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

251

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

254

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

260

261 **1.3.6 Communication of Decisions**

262

263 All decisions and recommendations of the Faculty Council shall be forwarded to the President of
264 the University or the Provost as his designee for the President's approval.

265

266 In the event the President of the University, or the Provost as his designee, disapproves any
267 decision or recommendation of the Faculty Council, the President or the Provost as his designee
268 shall communicate his/her reasons to the Faculty Council.

269

270

271 **1.3.7 Responsibility to the Faculty**

272

273 The Council shall regularly send a summary of its actions to the Provost, each college and
274 school, department, or academic unit for posting. At the request of a majority of the members
275 present, but no fewer than one-third of members of the Council, any matter must be submitted to
276 the faculty for consideration. The Council shall establish the manner by which the faculty shall

277 vote by mail or otherwise on any such matter. A vote by the majority of the full-time faculty
278 members of the University shall be binding on the Faculty Council.

279

280 **1.3.8 Conduct of Meetings of the Council of the Whole**

281

282 Twenty-five (25) percent of full-time faculty members shall constitute a quorum of the Council
283 of the Whole. Meetings of the Council of the Whole shall be chaired by the President of the
284 Faculty Council. Decisions of the Council of the Whole shall be made by a majority of the
285 members present, subject to ratification by a vote of the majority of the full-time faculty
286 members in a special mail ballot.

287

288 **1.4 Committees of the Faculty Council**

289

290 The Faculty Council is empowered to establish committees of the Faculty Council. The Faculty
291 Council appoints the members of the Committee on Committees from among the members of
292 Faculty Council.

293

294 Membership on other Faculty Council committees is not limited to Faculty Council members.
295 The terms of office of members of the committees shall be prescribed by the Faculty Council. In
296 the case of standing committees, the terms of office shall normally be staggered to permit a
297 reasonable degree of continuity.

298

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

302

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

307

308

309 **1.4.1 General Duties of Committees**

310

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

313

314 They shall receive and consider proposals in their areas of responsibility from the Faculty
315 Council, the administration, Student Association, staff, etc., and present their recommendations

316 to the Faculty Council. In their deliberations the committees and sub-committees shall seek
317 advice, information, or materials from other members of the University community.

318
319 They shall review annually sections of the Faculty Handbook pertaining to their areas of concern
320 and make recommendations for revision.

321
322 They shall meet frequently and maintain liaison with appropriate committees and groups
323 established by the academic units, the Student Association, the Staff Council, and other
324 University constituencies.

325

326 **1.4.2 Standing Committees of the Faculty Council**

327

328 Currently the Faculty Council has eleven (11) standing committees:

329

330 **Faculty Council Executive Committee (FCEC)**

331 Purpose: Serve as a liaison between the Faculty Council and the President of the University, the
332 Provost, and the Academic Council to facilitate communication on a regular basis.

333

334 **Committee on Academic Policy (CAP)**

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

337

338 **Committee on Committees (COC)**

339 Purpose: Recommend faculty appointments to Faculty Council committees and to
340 Universitywide committees and boards; conduct annual elections of the Faculty Council.

341

342 **Committee on Curriculum and Programs (CCP)**

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

345

346

347 **Committee on the Status of Faculty (SOF)**

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

351

352 **Faculty Council Budget Committee (FCBC)**

353 Purpose: Serve as liaison between the Faculty Council and the faculty members of the Strategic
354 Resource Allocation Committee (SRAC), provide assistance to those members and help specify
355 faculty priorities in the budgeting process.

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Faculty Council Physical Environment Committee (FCPEC)

Purpose: The committee will advise on the spatial needs and organizations of any new classroom construction or reconstruction, as well as advise on policy for the physical environment of the campuses and the potential destruction of DePaul buildings.

Promotion and Tenure Policy Committee (PTPC)

Purpose: The committee is to review and develop policies on promotion and tenure at DePaul.

Faculty Council Committee on Research Policy (FCCORP)

Purpose: To advise Faculty Council on all research policies that come before it. In addition, the research committee will promote research initiatives within the university and bring to council concerns involving the support and promotion of research throughout DePaul.

Committee on Teaching and Learning (COLT)

Purpose: Examine institutional policies and structures for their impact on teaching and learning, support the scholarship and practice of teaching, and consider and advise on how technology affects the practice of teaching.

Liberal Studies Council (LSC)

Purpose: Oversee the structure, content, and academic integrity of the general education program.

1.4.3 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.

Faculty are represented on the following University committees and boards:

- Academic Advising Awards Committee
- Academic Affairs Committee – Board of Trustees
- Academic Integrity Board and Academic Integrity Ombudspersons
- Academic Program Review Committee

- 396 • All-University Judicial Board
- 397 • Campus Recreational Advisory Committee
- 398 • Faculty Grievance and Appeals Panel
- 399 • Fair Business Practices Committee
- 400 • Grade Challenge Review Board
- 401 • Library Review Board
- 402 • Life-long Learning Committee
- 403 • Public Service Council
- 404 • Quality of Instruction Council
- 405 • Strategic Resource Allocation Committee
- 406 • Student Activity Fee Board
- 407 • Teaching, Learning and Technology Committee
- 408 • Tuition Pricing Committee
- 409 • University Athletic Board
- 410 • University Benefits and Compensation Committee
- 411 • University Board on Faculty Promotion and Tenure
- 412 • University Committee on International Programs
- 413 • University Institutional Animal Care and Use Committee
- 414 • University Institutional Review Board for the Protection of Human Subjects
- 415 • University Research Council
- 416 • University-wide Honors Program Committee

417

418 **1.5 Amendment of the Faculty Handbook**

419

420 The Faculty Handbook may be amended by the faculty. Changes to the Faculty Handbook take
421 effect when accepted by the University President.

422

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

424

- 1 1. By the affirmative vote of least sixty percent (60%) of the members of the Faculty
2 Council present at the meeting, such that those votes represent at least 50% of the total
3 Faculty Council membership; or
4 2. By submission of a proposed amendment over the signature of ten percent of the full-
5 time regular faculty as whole for ratification. The Committee on Committees will
6 then task a committee to oversee a referendum within 14 days. The amendment will be approved if a 7
7 majority of the full-time faculty cast referendum ballots and if at least two-thirds of the 8 faculty
8 members casting ballots vote in favor of the amendment.
9

SUPERSEDED

Revisions to this Chapter
Officers of the Faculty Council
Approved by Faculty Council 09.14.2005

Amendment of the Faculty Handbook
Approved by Faculty Council 09.14.2005

General Amendment and Restructuring
Approved by Faculty Council February 20, 2008

LA&S and FC Membership Review Process
Approved by Faculty Council 06.01.2005

Seating of FC Members
Approved by Faculty Council 03.07.2007

Definition of Votes Needed for Amending the Faculty Handbook
Approved by Faculty Council 10.01.2008

Change in Numbers of Alternates
Approved by Faculty Council 03.01.2008

Change in Numbers of Representatives
Approved by Faculty Council 06.01.2011

Deadline for College FC Representative Elections
Approved by Faculty Council 02.01.2012

SUPERSEDED

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28 **CHAPTER 2. SEARCH, APPOINTMENT AND ORIENTATION OF FACULTY**

29

30 **2.1 Recruitment Policies**

31

32 Academic deans, departmental chairs, and academic program directors have responsibility for
33 initiating the process for faculty appointments, with the exception of the position of dean.

34 Policies, guidelines, and procedures for the employment process are established by the Provost
35 and can be obtained from the Provost's office.

36

37 Consultation with the faculty of the academic unit is required for the appointment of all full time
38 faculty and departmental chairs. Only in rare instances and for compelling reasons will an
39 appointment be made over the expressed opposition of the department or college/school faculty.
40 Faculty involved in the search process are individually accountable for following the equal
41 employment policies of the university. Each should have a copy of the pertinent policy
42 statements.

43

44 DePaul University supports and practices the concepts of nondiscrimination in all areas of
45 employment regardless of race, color, religion, sexual orientation, national origin, age, gender,
46 marital status, disability, veteran status, type of discharge from the military, or other legally
47 protected status. Inquiries regarding this policy should be address to the Vice President for
48 Human Resources.

49

50 **2.2 Initial Academic Appointments**

51

52 **2.2.1 General Criteria and Policies**

53

54 The faculty has a major responsibility for fulfilling the principal functions for the university –
55 teaching, scholarship, research and other creative activities, and service. DePaul appoints its
56 faculty on the basis of scholarly achievement and the promise of continuing academic growth,
57 competencies directly related to academic goals and programs of the university, and acceptance
58 of the principles as stated in the Employment Policies and Procedures section of this Handbook.

59

60 The principal criteria for initial appointment and promotion in academic rank are quality of
61 teaching, scholarship, research or other creative activities, and service.

62

63 General university criteria are subject to further specification standards adopted by colleges,
64 schools and departments. Criteria, which are approved by and included in official documents of
65 the academic units, area as binding on the members of those units as are the general university
66 standards for which they provide explication. Should there be a difference between the two sets
67 of criteria, those of the university shall prevail.

68 Authority to appoint faculty rests with the University President. In practice, this authority is
69 regularly delegated to the Provost, who carefully reviews the terms of the proposed faculty
70 contract before it is approved and issued. The review is to assure that the terms of the proposed
71 faculty contract are compatible with university policies, accepted academic standards, and
72 principles of equity with respect to other DePaul faculty members in comparable positions.
73

74 The office of the Provost has overall responsibility for monitoring academic appointments. This
75 office established policies and procedures related to faculty employment that are compatible with
76 the general university guidelines. These guidelines assume, however, that most of the initial
77 responsibility for the selection process resides with the academic deans, departmental chairs, and
78 directors of academic offices.
79

80 Initial appointments are in contract form, each including among the contract terms:
81

- 82 1. Salary
- 83 2. Length of contractual service
- 84 3. Academic rank
- 85 4. Tenure status
- 86 5. Affiliation with an academic unit, that is, a particular college/school, academic
87 department or academic program
88

89 Specific contractual agreements are defined in the letter of offer to the faculty member and are
90 then incorporated into the formal contract.
91

92 The initial contract may be of one, two or three years on the recommendation of the academic
93 dean and with the approval of the Provost.
94

95 Two or more members of the same family may be given faculty appointments, even in the same
96 college/school or department. However, such an appointment will not be made in a situation in
97 which one member of the family holds an administrative position that requires judgment on the
98 other member's qualifications for appointment and salary. Similarly, after the initial
99 appointment, one member of a family is not eligible for an administrative appointment in a unit
100 of the university that would require the above mentioned judgments on the qualification of
101 another member of the family.
102

103 **2.2.2 Types of Full Time Appointments** 104

105 The President, Provost, academic deans, professors, associate professors, assistant professors and
106 all categories of instructor constitute the regular full time faculty.
107

108 All full time faculty appointments fall into two categories: tenure track and non tenure track.

109

110 **2.2.2.1 Tenure track appointments**

111

112 Tenure track appointments may be at the rank of assistant professor, associate professor, or full
113 professor.

114

115 *Assistant Professor*

116 The doctorate or terminal degree is required for this rank. Exceptions are made for candidates
117 who have already attained recognition for scholarly or other relevant professional achievements
118 and give promise of continued development. The assistant professor should demonstrate
119 potential for becoming a good to excellent teacher and for pursuing scholarship, research or other
120 creative activities, and service.

121

122 *Associate Professor*

123 In addition to the requirements for assistant professor, the candidate must demonstrate good to
124 excellent teaching performance. The candidate should also show evidence of notable
125 scholarship, research or other creative activities, as well as university service. The candidate
126 should be engaged in scholarship, research or other creative activities and university service that
127 are likely to result in additional academic achievements. For this rank, the candidate should
128 show significant involvement in university activities in the respective college, school or
129 department.

130

131 *Professor*

132 This rank is reserved for those with recognized academic achievements. In addition to the
133 requirements for associate professor, candidates must give evidence of continued scholarship,
134 research or other creative activities and university service, the quality of which is recognized by
135 their peers outside the university. For promotion to full professor or granting this rank to a newly
136 engaged faculty member who has not previously enjoyed it at a recognized college or university,
137 there will be an evaluation of the candidate's scholarly or creative record by a minimum of two
138 outside experts who have been sent the appropriate materials. These evaluations should be from
139 persons not overly influenced by personal relations with the applicant. Candidates for this rank
140 should present evidence of notable service contributions to the university at the level of their
141 home unit and beyond. Good to excellent teaching remains mandatory for this rank.

142

143 *Tenure Track Joint Appointments*

144 A faculty member may receive a joint appointment or affiliation in two colleges, schools,
145 departments or programs.

146

147 For a joint appointment in two units, a candidate for initial appointment must be evaluated and
148 consequently recommended by the faculty of both colleges, schools or departments. The criteria
149 for determining eligibility for such a joint appointment are those for the usual initial appointment.
150

151 A faculty member with a formal faculty appointment in more than one academic unit, or college
152 or school shall be evaluated by the home unit and shall be evaluated independently by the second
153 unit if it so chooses, or if requested to do so by either the candidate or by the home unit.
154

155 **2.2.2.2 Non tenure track appointments**

156
157 Non tenure track appointments are annual contracts and carry with them no expectation or right
158 of reappointment. Non tenure track appointments may be at the rank of Instructor (ABD),
159 Instructor (NTT), Instructor (LTC or LTTP), visiting assistant professor, visiting associate
160 professor, visiting full professor or a special appointment.
161

162 *Instructor (NTT)*

163 For appointment to this rank, the candidate should have an advanced degree, have plans for
164 completing a terminal degree, and otherwise give promise of continuing academic development.
165 Although this is a non tenure track position, Instructor (NTT) shall receive the annual reviews
166 described in EVALUATION OF FACULTY, and have the right of appeal on dismissal as
167 described in GRIEVANCES PROCEDURES. Time in rank as Instructor (NTT) does not count
168 towards tenure.
169

170 *Instructor (ABD)*

171 Candidate who have successfully completed all requirements for the doctorate or terminal degree
172 but have not yet successfully defended or otherwise attained the degree may be appointed to this
173 rank with the stated expectation that, upon completion of the degree, the faculty member will be
174 appointed to the rank of assistant professor. Time in rank as Instructor (ABD) does not count
175 towards tenure.
176

177 *Long Term Contract Professional (LTC)*

179 Definition and General Policies

180 The purpose of long term teaching professionals is to meet specific curricular and programmatic
181 needs within the university which are distinct from those currently filled by tenure track faculty
182 or likely to be filled by tenure track faculty in the future. Long term contract status is appropriate
183 only in the case of curricular or programmatic activities for which tenure track faculty are, or
184 would be, unsuitable or unavailable or when the academic identity of the position is not yet
185 sufficiently developed to warrant a case for tenure.

186 Long term contract teaching professional positions are not to replace tenure track positions, or to
187 be used in lieu of adding new tenure track positions when merited, or to provide a safe harbor for
188 faculty whose tenure status is in jeopardy. The goal, instead, is to ensure pedagogical continuity
189 and quality through a flexible set of contractual terms.

190

191 Long term contract appointments may be offered to a limited number of individuals within an
192 academic unit based on the demonstrated needs of that unit. Such appointments should not
193 exceed a maximum of 5% of the total tenure track faculty in the department, college or school.
194 Individual units may petition Faculty Council for an increase in appointments not to exceed 20%
195 of the total tenure track faculty in the unit. Long term contract teaching professionals are
196 expected to have substantial teaching responsibilities (not necessarily limited to the classroom),
197 within the department, college or school and will be expected to engage in professional
198 development activities. The department, college or school will determine and specify what
199 constitutes professional development for the position. Long term contracts are made on an
200 annual basis up to five years (see Senior Instructor below).

201

202 Position Approval

203 Long term contract teaching professional positions must be approved by a majority vote of the
204 Faculty Council. A long term contract teaching professional position is a single faculty line to
205 which one instructor is appointed. To obtain position approval, the college or school should
206 demonstrate:

207

- 208 a) That the position conforms to the specified distinctive characteristics that differentiate
- 209 long term contract teaching professional appointments from tenure track appointments,
- 210 and;
- 211 b) That the number of authorized positions will not exceed the limits specified above.

212

213 The college or school should submit to Faculty Council the criteria and processes it will apply in
214 annual reviews, reappointment and promotion decisions to assess teaching performance and
215 professional development of faculty in long term teaching professional tracks. The college or
216 school shall outline its participation in the position renewal process.

217

218 Position Renewal

219 Long term contract teaching professional positions are subject to periodic renewal. This process
220 is a review of the position itself to determine whether it continues to meet the criteria of long
221 term contract teaching professionals. Renewal will be based upon the need of the unit, the
222 position's continuing fit with the specifications for long term teaching professionals, and the
223 financial conditions of the university. The department, college or school will delineate the
224 faculty's participation in the renewal process in the initial position authorization.

225

226 With the retirement, resignation or termination of an Instructor (LTC), the position is considered
227 to have ended and a renewal of the position line must occur before a replacement is hired. Thus,
228 the timing for evaluating the continuation of a long term contract teaching professional position is
229 determined by the timing of the appointment of the Instructor (LTC) to the position. If the
230 instructor continues in the position, then the position is reviewed during the fourth consecutive
231 one year appointment. At the time of position renewal, the academic dean will submit to the
232 Provost a request that the long term contract position be re-authorized and approved for a
233 five-year period. If the position is approved for renewal, the position is renewed for a five-year
234 period and the Instructor (LTC) is eligible to apply for promotion to Senior Instructor (LTC) in
235 the fifth consecutive one year appointment. In the fifth year of that five-year renewal period (the
236 Senior Instructor's fourth year), the position is again reviewed. If the position is renewed, the
237 Senior Instructor will be appointed for another five year contract period. The Senior Instructor
238 will be notified of the university's decision concerning position renewal before the completion of
239 the fourth year of the five-year long term contract. Failure to receive renewal will result in the
240 elimination of the position upon expiration of the existing faculty contract.

241 242 Terms of Appointment

243 Faculty hired on long term contract teaching professional tracks may receive a maximum of five
244 consecutive one year appointments that carry with them no expectation of tenure or right of
245 reappointment. These faculty are hired at the rank of Instructor (LTC) and are subject to an
246 annual review according to the general university guidelines identified in EVALUATION
247 [section 3.3] and the criteria established by the department, college or school in the initial
248 position authorization. Faculty hired on long term contract teaching professional tracks have the
249 right to appeal non-renewal as described in GRIEVANCE PROCEDURES [section 5.2].

250 251 Promotion to Senior Instructor

252 Upon successful completion of five consecutive one-year appointments, faculty on a long term
253 contract teaching professional track who wish to continue in this position must apply for
254 promotion to the rank of Senior Instructor (LTC) and appointment to a five-year contract. The
255 instructor and academic dean of the unit will prepare a case for promotion. The case will be
256 presented to the Faculty Council Committee the Status of the Faculty (SoF). Sufficient evidence
257 of professional development and other criteria specified by the department, college or school
258 must be met for promotion. If approved, the faculty member will receive a contracted five-year
259 appointment with the promotion. If the request is not approved, the faculty member will be
260 granted a final (sixth) one-year contract as Instructor (LTC), with termination to occur at the end
261 of that sixth year.

262 263 Reappointment

264 Specific criteria governing the reappointment of long term contract teaching professionals will be
265 determined by the academic unit wherein the teaching professional resides and incorporated into

266 the proposal for Faculty Council approval of the position. Such criteria will be in accordance
267 with general university guidelines, particularly regarding stated academic goals, and will also be
268 based upon the unique needs of that academic unit.

269
270 Inasmuch as long term contract teaching professionals are ineligible for tenure consideration, and
271 given that the positions do not guarantee continued employment, long term contract teaching
272 professionals may be terminated at the conclusion of any contractual agreement.

273
274 Notification

275 A teaching professional on a long term contract is entitled to:

- 276
- 277 a) Written notification of the university's decision to renew or not to renew the position after
278 periodic evaluation, with a statement of the reasons for the decision that shall be given by
279 the university.
 - 280 b) Written notification of the initial decision to renew or not to renew the instructor's
281 appointment, with a statement of the reasons for the decision that shall be given by the
282 academic dean. Decision to renew should include assessment of the teaching
283 professional's qualifications, noting especially those conditions under which the
284 individual was initially hired. Notification shall be made according to the procedures set
285 forth in this Faculty Handbook.
 - 286 c) An opportunity to submit materials for reappointment. The long term contract
287 professional shall be given appropriate notice before a decision is to be made on
288 reappointment. Supporting materials shall be submitted to the dean or department chair
289 according to the process developed by the unit in the review of long term contract
290 teaching professionals.
 - 291 d) Notification by the dean of his or her prerogatives connected with a decision that a
292 contract is not to be renewed, including a statement of the teaching professional's rights
293 of appeal and the procedures governing such an appeal, if he or she wishes such a review.
294 This right and the procedures attached thereto are described in **GRIEVANCE**
295 **PROCEDURES [section 5.2].**

296
297 Guidelines for LTC Positions

298
299 Definition of Position

300 The proposal for long term contract teaching professional positions submitted by a college or
301 school should illustrate the position's compliance with the university requirements for LTC
302 positions as outlined in this Handbook. The college or school should include the numerical ratio
303 of long term contract teaching positions to full time tenured and tenure track appointments to
304 insure that the academic unit does not exceed the limits stated in this Handbook. The college or
305 school should demonstrate the unique pedagogic needs of the unit that puts LTC positions outside

306 the boundaries of tenure track faculty in that college or school or it must demonstrate that the
307 position is not sufficiently developed to warrant a case for tenure. The proposal should include:
308

- 309 a) A job description for each position and the number of instructors within each position.
310 This description should clearly indicate the teaching responsibilities and other
311 instructional-related activities required by the position, demonstrating that the work will
312 be at least two-thirds student instruction. The job description should include academic
313 credentials or equivalent professional experience required for each position, and must
314 explain how the instructional components of the work require the skills and expertise
315 associated with an advanced degree or specialized training or expertise.
- 316 b) Professional development responsibilities should be outlined. If applicable, service or
317 governance responsibilities should also be delineated. Procedures to be followed by the
318 departmental chair, program director and/or academic dean to foster faculty development
319 should be outlined for this position.
- 320 c) Justification of the proposed positions to fulfill new functions or to incorporate existing
321 functions that are inadequately filled by present staffing.
- 322 d) Procedures for position approval within each college or school. The unit should also
323 delineate the extent of the faculty's participation in the position renewal process.
- 324 e) Procedures for annual review and reappointment by the department, college or school.
325 This should include the means by which long term contract teaching professionals are
326 reviewed (e.g. departmental chairs, personnel committee).
- 327 f) Criteria for annual review and reappointment. The department, college or school should
328 set out guidelines for the assessment and evaluation of the teaching and instructional
329 responsibilities and professional development of the long term contract teaching
330 professional. The college or school should outline the role of the student's participation
331 in the promotion process.
- 332 g) Procedures for promotion to Senior Instructor (LTC).
- 333 h) Criteria for promotion to Senior Instructor (LTC). The college or school should include
334 the criteria to Senior Instructor (LTC) if it differs from the annual review described
335 above.

337 **2.2.2.3 Special Appointments**

338
339 Special appointments are so designated because the appointment has a definite time limitation,
340 with or without the expressed qualification of "visiting" or is an appointment whose continuation
341 is directly connected to the faculty member's program.

342
343 The university may, from time to time, make special faculty appointments on a full time basis.
344 Each of these appointments is made by a formal contract which indicates the special scope of
345 responsibilities and/or limitations attached to the appointment.

346
347 Negotiations with prospective faculty for such special appointments must cover this matter. The
348 initial contract clearly identifies the faculty member's rank, tenure status and length of initial
349 contract as specified in the letter of offer.

350

351 **2.2.3 Types of Part Time Appointments**

352

353 Professors emeriti who have academic appointments, adjunct faculty, and lecturers constitute the
354 part time faculty.

355

356 The academic dean of a college or school is authorized to pass final judgment on the
357 qualifications of part-time faculty to offer instruction in specific courses. The departmental chair,
358 however, shall be active in identifying and evaluating candidates for these temporary
359 appointments.

360

361 Appointments of part-time faculty are made, without formal contract, for one academic term
362 (academic quarter or semester), subject to a new appointment with the mutual consent of both
363 parties. The university is not obligated to offer a new appointment to part-time faculty. These
364 appointments are made within the general norms of the university and on the recommendation of
365 the departmental chair. Part time faculty are usually appointed as lecturers.

366

367 The office of the dean is expected to have on file a formal faculty application and an official
368 transcript of credit or, at least, an official notification of receipt of the pertinent degree for each
369 part time faculty member.

370

371 The dean sets the salary of part time faculty within the limitations of his/her college or school
372 operating budget and the general salary norms of both the particular college or school and the
373 university as a whole.

374

375 Each academic term the departmental chair and the dean are to report the official assignments of
376 part time faculty in the Faculty Assignment Reports. Periodically, various offices of the
377 university may request the dean or departmental chair to give necessary data on part time faculty.

378

379 *Lecturer*

380 This rank is reserved for faculty who are temporarily associated with the university.

381

382

383 *Adjunct Faculty*

384 An adjunct appointment is basically one of honor or special recognition for a part time faculty
385 member. With respect to determination of salary, responsibilities, and faculty prerogatives,
386 adjunct faculty members are considered lecturers.

387
388 The candidate for appointment to an adjunct faculty position must have the academic
389 qualifications of full time faculty at the same rank. The candidate should also meet one or more
390 of the following criteria:

- 391
- 392 1. Currently enjoys a distinguished position or career.
 - 393 2. Serves as a liaison between DePaul University and some important agency, such as
394 Argonne National Laboratory.
 - 395 3. Is a recognized expert in some special field of knowledge that is particularly needed at
396 DePaul.
 - 397 4. Has served DePaul very well, regularly, and over a long period of time.
- 398

399 The Provost will send the candidate a formal letter of appointment upon the recommendation of
400 the dean and the review of the credentials.

401
402 *Retired Faculty*

403 A formally retired faculty member may be offered a limited faculty assignment with part time
404 status at a commensurately reduced salary. Such appointments normally are not to exceed two
405 years.

406
407 The usual reasons for offering such an assignment are:

- 408
- 409 1. The need of the college, school or department for the specific and unusual competencies
410 of the retiring faculty member.
 - 411 2. Quality in teaching or other academic endeavors, coupled with the ability to keep
412 academically current.
 - 413 3. Personal reasons for the retiring faculty member to remain partially active in the
414 university.
- 415

416 The decision to offer a limited assignment to a retired faculty member rests principally with the
417 academic dean, following departmental consultation. The dean's opinion is to be referred in
418 writing to the Provost for a final decision.

419
420 The basic conditions for the limited assignment are:

- 421
- 422 1. An assignment is not to equal or exceed approximately one-half of a full time
423 appointment.

424 2. Compensation is determined by negotiations between the academic dean and the retiree,
425 not to exceed the ratio of the assignment applied to the last full academic year's salary.
426 Thus, if the faculty assignment is one-third of a full faculty load, the retiree would receive
427 – at most – one-third of his or her last academic year's salary. The annual compensation
428 for a retiree may not be equal to or exceed fifty percent of the last full time academic
429 salary. The fringe benefits of a retired faculty member shall be determined by their
430 retiree status.

431

432 *Professor Emeriti*

433 The university may bestow the title of "Professor Emeritus," a part time faculty position, upon
434 formal retirement. Those eligible for emeritus status are tenured, senior full time faculty who
435 have formerly contributed honorably to the university's mission and who have ordinarily served
436 at least seven (7) years as a tenured, senior full time faculty member. Exceptions to these criteria
437 are allowed for exceptional contributions.

438

439 During the quarter prior to retirement, the department may recommend the retiring faculty
440 member for the honorary status of Professor Emeritus by sending a letter to the dean stating the
441 person's contributions. The dean forwards his or her recommendation to the Provost who, in
442 turn, makes a recommendation to the President, who then makes the final appointment.

443

444 **2.3 Faculty-related Positions**

445

446 *Academic Support Appointments*

447 The professional staff of academic support units are valued members of the academic community,
448 but do not possess faculty status.

449

450 *Graduate Assistants and Fellows*

451 Although they are valued members of the university community and may perform some faculty
452 functions, graduate assistants and teaching fellows do not possess faculty status. Graduate
453 assistants and graduate fellows are appointed by the appropriate dean on the recommendation of
454 the departmental chair, within the general norms of the university. Preceding the appointment of
455 a graduate assistant, the dean of the college or school in which the assistant is to have an
456 assignment must approve of the individual's qualifications.

457

458

459 **2.4 Change of Affiliation**

460

461 With the approval of the faculty member, affiliation may be changed to a different college or
462 school, department or program upon reappointment. The new affiliation is specified in the
463 contract. The faculty member affirms approval of the change by signing the contract.

464
465 Transfer of affiliation may be initiated by the faculty member or by the dean or departmental
466 chair of the college or school to which the transfer takes place. Eligibility is determined by the
467 same criteria as are applied for an initial faculty appointment.

468
469 The faculty member will normally retain the same rank following the transfer, although the
470 faculty and administration in the department, college or school to which the transfer takes place
471 may require the faculty member to accept a lower rank. In no instance will a promotion be
472 accorded by reasons of a transfer.

473
474 The effect of transfer on tenure status is to be negotiated according to the following guidelines:

- 475
- 476 • A tenured faculty member transferring to another unit would retain tenure.
 - 477 • An untenured faculty member must complete – at least – the same number of
478 probationary years as remained in the former unit. The number of years of probationary
479 service may be extended if the faculty member accepts.

480
481 Upon reappointment, faculty members may be given a joint appointment. In such cases, the
482 faculty and dean of the unit in which the second appointment is to be made are responsible for
483 evaluating and recommending this joint appointment. Eligibility for this second appointment
484 requires not only the qualifications for a faculty appointment in the second academic area, but
485 qualifications at the academic rank and tenure status that the faculty member enjoys in the first
486 academic unit.

487 488 **2.5 Summer Session Appointments**

489
490 The dean, after consultation with the departmental chairs and considering the resources and need
491 of the college or school, decides which courses, workshops, or other programs will be offered in
492 the summer sessions and which faculty member will conduct them. Faculty members with a
493 10-month contract may accept or decline courses offered to them during the summer. However,
494 the university does not guarantee summer session appointments.

495
496 Summer sessions, as a whole and each of its parts, are to be self-supporting by providing at least
497 twice as much tuition revenue as is expended for direct faculty salaries. The dean of each college
498 or school develops a policy regarding the minimum enrollment to proven cancellation of summer
499 courses. If a class is canceled due to insufficient enrollment, there will be no compensation for
500 the faculty member.

501
502 University policy regarding course assignments consists of the following principles:

503

- 504 1. Two courses running concurrently constitute a full load; the dean's explicit approval is
505 required for any overload assignment.
- 506 2. Faculty members receiving full summer compensation from an external grant may not be
507 assigned summer courses unless such instruction is among the terms of the grant. Faculty
508 members who are receiving partial summer compensation from an external grant may
509 have only a partial summer course assignment that does not permit combining
510 compensations beyond the amount they could receive for a full load.
- 511 3. Full time faculty members whose academic specialization best corresponds to the summer
512 offerings will be given priority.
- 513 4. Within the bounds established by the three previous principles, assignments should be
514 made on an equitable basis.
- 515

516 Within the standards set by general university policy, each college or school develops its own
517 policy for determining the kinds of programs to be offered over the summer and for making
518 summer session appointments.

519

520 The academic content and quality of courses offered in the summer should be the same as that for
521 the identical course offered during the regular academic sessions. If the subject matter of the
522 course, or the work it requires, cannot be compressed into a five-week time period, the course
523 either should not be offered during the summer session, or it should be arranged on a longer time
524 schedule than the traditional summer course.

525

526 For students enrolled for semester credit (4.5 quarter hours), faculty are expected to assign
527 additional work commensurate with the additional credit.

528

529 Full time faculty members with 10-month contracts receive additional salary for teaching in the
530 summer. The rate of summer compensation is subject to periodic review involving the
531 participation of faculty members. Teaching in a summer session may be part of the normal
532 assignment of faculty members who have a 12-month contract, in which case no additional salary
533 is paid. Part time faculty members who teach in a summer session will be paid the same as they
534 would for a course offered during the academic year.

535

536

537 **2.6 Orientation of Faculty**

538

539 The Office of Academic Affairs offers a year-long series of orientations for new full time faculty,
540 including a two-day introductory orientation at the beginning of the academic year. Additional
541 academic orientations may be offered by the respective college, school or department. The
542 Office of Human Resources also offers frequent workshops describing personnel policies,
543 benefits and general employee information.

544
545
546
547
548
549
550

Restructuring and combination of previous chapters 2 & 3
Approved by Faculty Council February 20, 2008

Change of language to clarify ratio of instructional/administrative responsibilities for long term contract teaching
professionals, page 8, line 8
Approved by Faculty Council August 20, 2010

SUPERSEDED

551 **CHAPTER 3. EVALUATION OF FACULTY**

552

553 **3.1 General Meaning**

554

555 DePaul University fosters a continual evaluation process in all aspects of the university
556 community. A major element in this process is the multifaceted process of faculty review. The
557 purpose of review is to encourage a dialogue between and among faculty and administrators in
558 order to better meet the missions and goals of the university. It is a continual, on-going process
559 that incorporates several types of review.

560

561 **3.2 Types of Review**

562

563 **3.2.1 Annual Performance Review**

564

565 All full-time faculty – tenured, tenure-track, and non tenure-track – are reviewed annually
566 through a process comprised of a review and evaluation of performance during the past academic
567 year based on college-specific criteria and responsibilities. It may serve one or all of the
568 following purposes:

569

- 570 1. To provide an opportunity for feedback on performance during the past year, to
571 communicate expectations, and to develop personal goals for the coming year.
- 572 2. To determine salary recommendations.
- 573 3. In the instance of non tenure-track, one year appointments, to determine whether contract
574 renewal for the next academic year is appropriate and desired.

575

576 Reviews of performance are formal written processes that are implemented by the departmental
577 chair and/or academic dean of the respective college or school. Although part of the annual
578 review process, salary recommendations may be based on criteria and considerations somewhat
579 different from those affecting promotion and tenure and/or contract renewal decisions. Salary
580 decisions are made in accordance with university budget guidelines and usually are made at a
581 different time during the academic calendar year. Normally, salary decisions result in a merit
582 increase and – when budgets permit – may include increases for such things as equity and market
583 adjustments. The academic dean of the respective college or school makes the salary
584 recommendation to the Provost.

585

586 **3.2.2 Tenure Track Probationary Review**

587

588 Untenured, tenure-track faculty will serve a probationary period before attaining eligibility for
589 tenure. The duration of the probationary period will be determined within the initial faculty
590 contract. During the probationary period, the untenured faculty member will be subject to an
591 annual probationary review – distinguished from the annual performance review described above

592 – to be conducted by the faculty member’s home academic unit. The purpose of the probationary
593 review shall be:

- 594
- 595 1. To assess progress toward promotion and tenure by evaluating performance in the context
596 of promotion and tenure standards and to provide guidance and establish priorities for
597 satisfying established criteria.
 - 598 2. To determine whether reappointment for the next academic year is appropriate and
599 desired.
- 600

601 A formal evaluation by peers, selected by a procedure decided by the faculty in the unit, shall
602 take place at least every second year. However, formal evaluations by the academic unit shall be
603 made annually if early evaluations make reappointment questionable.

604

605 In formal evaluations, a student representative shall participate in the deliberative process
606 according to the policy of the academic unit. The student representative shall be selected from
607 among the student group(s) most appropriate, given the academic discipline or area of the faculty
608 member under consideration.

609

610 Each formal or informal evaluation shall result in a written recommendation to the dean for
611 reappointment or termination.

612

613 The dean shall decide the issue of reappointment or termination and report his or her decision to
614 the department or appropriate academic unit. If the dean and the department or appropriate
615 academic unit are in disagreement, the department or academic unit may appeal the dean’s
616 decision to the Provost. In such cases, the department and academic dean shall report to the
617 Provost the reasons for their respective positions. The Provost shall make the decision and shall
618 report it to the faculty member.

619

620 **3.2.3 Promotion and Tenure Review**

621

622 DePaul University shall appoint, retain, promote, tenure and reward faculty who best help the
623 university attain its goals and fulfill its mission, as these are articulated in this Faculty Handbook.

624 The criteria for the decisions are the quality of the candidate’s:

625

- 626 1. Teaching and learning
 - 627 2. Scholarship, research and/or other creative activities
 - 628 3. Service to the university
- 629

630 Service to the community and to the profession are also significant considerations but cannot
631 stand in lieu of service to some elements of the university.

632

633 The determination that an individual meets these criteria is made primarily on the basis of
634 guidelines promulgated by the candidate's department or – in the absence of departmental
635 structures – by the college or school, which state what is to be expected of faculty with regard to
636 the above areas.

637
638 These guidelines are to be informed by specific criteria to that unit's professional discipline, field
639 or interdisciplinary area. The academic unit employs these guidelines only after they have been
640 approved as being consistent with the general university criteria stated in this Faculty Handbook
641 (see Evaluative Criteria, section 3.3.). The University Board on Faculty Promotion and Tenure,
642 consisting of representatives from the college or schools appointed by the Faculty Council, shall
643 be responsible for making these determinations.

644
645 Decisions subsequent to that made at the initial level shall consider the method and care of
646 application of the approved standards by the lower level units(s), including matters of stringency,
647 consistency, and fairness, in addition to any unusual implications the decisions may have at the
648 college, school or university level. In addition to considering the process issues at lower levels,
649 subsequent levels of review, whether unit wide or by the University Board on Faculty Promotion
650 and Tenure, will also use their competence and experience to review independently the
651 substantive merits of a candidate's teaching, scholarship and service.

652
653 University-level deliberations shall consider the desired range of:

- 654
- 655 • Combinations of teaching and learning, scholarship, research and/or other creative
656 activities, and service.
 - 657 • The variety of roles through which faculty members serve the institution.
 - 658 • The differing needs of the individual units.
 - 659 • The institutional demands made on faculty.
 - 660 • The varying level of support available to faculty members in different units for these
661 various activities.

662
663 Promotion and merit evaluations must recognize continuing efforts toward improvement and
664 involvement in the three major activity areas according to the level of a faculty member's
665 expertise and the resources available. Tenure evaluations must project the probably future
666 performance of the faculty member in these areas as indicated by accomplishments and efforts
667 during the probationary years. The initial and basic evaluation is carried out at the level of the
668 lowest academic unit of the faculty member's appointment, where one's peers are assumed to
669 represent the institution's best expertise in the relevant academic field.

670
671 A faculty member with a formal appointment in more than one academic unit or college or school
672 shall be evaluated by the home unit and shall be evaluated independently by the second unit if it
673 so chooses, or if requested to do so by either the candidate or by the home unit.

674
675 The academic unit of the formal appointment shall evaluate a faculty member who teaches in the
676 academic unit of the formal appointment as well as in a program unit. Programs or other entities
677 for which the faculty member teaches or carries out formally assigned duties shall be invited to
678 submit evaluations which are to be included with the home unit's evaluation and to be given
679 weight at each stage of the review process in a way that approximates the portion of the workload
680 assigned in that entity.

681
682 A faculty member who changes formal appointments during the period under assessment shall be
683 evaluated by both academic units with access to each other's documentation as they see fit.

684
685 The faculty member's supporting documents and the unit(s) evaluation(s) shall be sent by each
686 academic unit to the next higher level until they reach the Provost who – subsequent to action by
687 the University Board on Faculty Promotion and Tenure – shall make a recommendation to the
688 university president in each case.

689 **3.3 Evaluative Criteria**

690 **3.3.1 Teaching**

691
692 Good to excellent teaching shall be the first requirement in decisions at all levels on hiring,
693 retention, promotion and tenure. A positive decision on these matters and on the annual
694 performance review shall require a demonstration of continued improvement or teaching or –
695 where prior assessments indicated sufficiently high quality – the maintenance of past quality.

696
697 Teaching evaluations shall be done in some systematic, documented manner and shall include
698 contributions from the candidate's students and peers, although this need not necessarily mean in-
699 class peer review. The faculty member shall also submit course materials and a selfassessment.

700
701 Evaluation of teaching shall address the following matters:

- 702
703
704
- 705 • Command of material
 - 706 • Effective communication of subject matter
 - 707 • Appropriateness and thoroughness of objectives
 - 708 • Course content, organization and presentation
 - 709 • Methods of evaluating students
 - 710 • Success in bringing students to an acceptable level of performance and in challenging
 - 711 them to grow intellectually and morally
- 712

713 Instructional activities outside the classroom such as course development, academic advisement,
714 accessibility to students, supervision of independent study, and contributions to meeting
715 departmental instructional needs shall also be considered.

716

717 **3.3.2 Scholarship, Research and/or Other Creative Activities**

718

719 Scholarship, research and/or other creative activities are expected of each faculty member
720 throughout their professional life. For appointments to tenure track positions, there should be
721 strong indications of the candidate's potential for these pursuits. Throughout the probationary
722 years, faculty members should also be able to demonstrate success at completing projects and
723 disseminating the results of these projects in the academic and artistic area beyond DePaul.

724

725 Evidence concerning scholarly contributions for the creative products should include:

726

- 727 • A complete professional curriculum vitae
- 728 • Copies of these contributions when feasible
- 729 • Assessment of these contributions by professional peers and other experts in the field
- 730 • Self-assessment concerning scholarly growth and development

731

732 **3.3.2.1 Definition**

733

734 Scholarship encompasses four separate but overlapping functions:

735

- 736 a. The advancement of knowledge through original discovery, usually within the context of
737 a disciplinary field and practice, such that a significant contribution is made to the stock
738 of human knowledge and the intellectual climate of the university.
- 739 b. The integration of knowledge through cross- and multi-disciplinary investigations,
740 through placing results of disciplinary research into broader frameworks of interpretation,
741 by discovering the boundaries where older fields of inquiry converge and require a new
742 field to develop.
- 743 c. The application of knowledge in responsible ways to consequential problems of
744 contemporary society, the larger community, so that one's scholarly specialty informs and
745 is informed by interactions with that community.
- 746 d. The representation and communication of knowledge through the development of
747 pedagogical methods and tools that reflect on and enhance the intellectual community.

748

749 **3.3.2.2 Guidelines and Criteria**

750

751 Specific instances of scholarship should be evaluated in light of their:

752

- 753 a. Originality

- 754 b. Contribution to knowledge
755 c. Conceptual or artistic sophistication
756 d. Intellectual rigor or artistic skills
757 e. Effective application of knowledge to address human problems or needs
758 f. Effective communication of knowledge to audiences beyond the classroom
759

760 If such instances of scholarship are not susceptible to such evaluation, they cannot satisfy the
761 criteria for promotion and tenure. Nevertheless, it should be acknowledged that an activity may
762 be evaluated in various ways. For example, an academic unit may evaluate oral presentations or
763 creative activities by – without limitation – listening to recordings, examining drafts, or soliciting
764 the views of other scholars (including other members of the faculty) who were in attendance. An
765 evaluative body may judge the reliability of the evaluative factors available as to each such
766 activity.
767

768 The faculty of a department, college or school will determine which forms of scholarship
769 particularly advance and communicate knowledge within a disciplinary or interdisciplinary field
770 and how the products of scholarship will be weighed.
771

772 Activities conducted solely within a candidate's classes, or designed merely to keep a candidate
773 abreast of scholarly development in a field, should be considered in evaluating a candidate's
774 teaching, not in evaluating whether a candidate has satisfied the standard delineated for
775 scholarship, research, and/or other creative activities.
776

777 3.3.3 Service

778

779 3.3.3.1 Definition

780

781 Service consists of activities that

- 782
- 783 • Benefit the university and its academic units, professional associations, or the community.
 - 784 • Are consistent with the university's mission.
 - 785 • Require the expertise of the faculty member – either the specialized expertise of the
 - 786 faculty member's field or the general skills possessed by all members of the faculty.
 - 787 • Are provided without full compensation.

788 Ordinarily, service activities are provided without compensation. Compensated activities are
789 considered to have a service component to the extent that the compensation is not commensurate
790 with the extent or value of the faculty member's contribution.
791

792 3.3.3.2 Types of Service

793

794 Service may be provided to the university, to the profession, and to the community in the
795 following ways.

796

797 a. University service consists of contributions to the enhancement of the institution's
798 internal processes and its relationships with external bodies. University service takes
799 place through formal organizational roles, to which the faculty member is elected or
800 appointed, within the university or through appointments by the university to represent it
801 on external bodies. It consists of activities beyond active participation in ordinary
802 governance of the faculty member's home academic unit.

803

804 A partial list of *basic categories of university service* includes:

- 805 • Extraordinary contributions to the work of committees, boards, working groups,
806 and related entities in the home academic unit.
- 807 • Filling a leadership role in the home academic unit.
- 808 • Work contributed to the meetings of the goals of standing and *ad hoc* committees,
809 task forces, boards, working groups, councils and related entities, at the levels
810 above the faculty member's academic unit.
- 811 • Serving as the appointed liaison or representative of the university to an external
812 institution or as the liaison or representative of an external institution at DePaul.

813

814 Specific *examples of service* include:

- 815 • Work contributed as a member or chair of a personnel, search or curriculum
816 committee in the home unit.
- 817 • Serving as a departmental chair or program director.
- 818 • Work done as director of undergraduate or graduate studies.
- 819 • Contributions made as a member of college personnel committee or other standing
820 committees in colleges organized in departments or programs.
- 821 • Serving as an associate dean.
- 822 • Active membership on the Faculty Council.
- 823 • Contributions to the university-wide bodies such as the University Research
824 Council and Quality of Instruction Council.
- 825 • Organizing or making presentations at summer retreats.
- 826 • Active membership on an *ad hoc* panel preparing for re-accreditation.
- 827 • Acting as faculty representative to the Rhodes Scholarship Commission.
- 828 • Serving as DePaul's representative on the Illinois Board of Higher Education.

829

830 b. Professional service consists of contributions to the organizations or associations of the
831 faculty member's academic discipline or the professoriate. Professional service may have
832 a component of scholarship or creative activities.

833

834 *Examples of professional service* include:

- 835
- 836
- 837
- 838
- 839
- 840
- Serving as an elected officer of a national or regional professional association.
 - Serving on a committee or task force of a professional association.
 - Editing a professional journal or newsletter.
 - Serving as a peer reviewer for a professional journal.
 - Organizing a professional meeting or symposium.
 - Serving as a peer reviewer on an accreditation process “visiting team.”

841

842 c. Community service consists of activities that require the faculty member’s expertise,
843 either the specialized expertise in the faculty member’s field or the general skills
844 possessed by all members of the faculty, and that contribute to the public welfare outside
845 the institution, consistent with the Vincentian tradition of DePaul University.

846

847 *Examples of community service include:*

- 848
- 849
- 850
- 851
- 852
- 853
- 854
- 855
- 856
- 857
- 858
- 859
- Consulting with private, public and religious organizations, provided – as stipulated above – that such consulting not be fully remunerated.
 - Providing services to the public through a university clinic or center.
 - Giving presentations and performances for the public, provided as stipulated above – that the activities not be fully remunerated.
 - Serving on the boards of non-profit organizations and community groups.
 - Communicating in popular and non-academic publications.
 - Speaking to civic organizations on a matter pertinent to the faculty member’s expertise.
 - Testifying as an expert witness before a committee of the U.S. House of Representatives or Senate, the Illinois legislature, Chicago City Council, or similar governmental bodies.

860

861 Activities consistent with a faculty member’s expertise but that could be done by
862 someone without that expertise do not count as community service. In some instances, it
863 will not be obvious whether an activity counts as community service. In those cases, it is
864 the responsibility of the faculty member under review to make the case demonstrating
865 that the activity should count under these policy guidelines.

866

867 **3.3.3.3 Statement of Expectations**

868

869 **University Service**

870 The university is not a collection of individuals working in isolation. Instead, it is a community
871 whose vitality depends on the voluntary efforts of the faculty collaborating to promote the
872 common good. Many of these efforts are channeled through a multiplicity of committees,
873 councils, boards, task forces, and similar structures that collectively comprise the infrastructure
874 of the institution. All faculty members are expected to participate in the collective life of the
875 university, especially through the constituent part of its infrastructure.

876

877 All faculty members must serve in their home academic unit, unless assigned to a position such
878 as associate dean that precludes such service. The amount of service is correlated with academic
879 rank, with senior faculty expected to provide the greatest amount of service and to provide
880 leadership. All faculty are also expected to serve beyond the home unit level. That is a basic
881 obligation attendant to the status of faculty member. In large colleges, the requirements for
882 service beyond the home unit may be fulfilled by service to the college. In small units, the
883 expectation of service beyond the home unit will take into consideration the level of service to
884 the home unit required of the faculty member. Service beyond the home unit is not a formal
885 requirement for tenure and promotion to the rank of associate professor. However, a substantial
886 service record beyond the home academic unit strengthens the case for tenure and promotion to
887 the rank of associate professor. Some service beyond the home unit is a requirement for
888 promotion to full professor.

889

890 Faculty members have the responsibility to seek opportunities for service beyond their home unit.
891 Administrators charged with the development of faculty are obliged to encourage and to facilitate
892 faculty involvement beyond the home unit level.

893

894 Those who are responsible for assessing faculty performance must consider the extent of service
895 performed at the home unit level when assessing the overall service record. Faculty members
896 who have been engaged in time-consuming service at the home unit over a period of years cannot
897 be expected to have sustained a substantial amount of professional or community service or
898 university service beyond the home unit. When a faculty member's exemplary service at the
899 home unit is to be a factor in the evaluation of a faculty member's performance by a higher unit
900 (e.g. by the academic dean or college personnel for faculty in a department or by the University
901 Board on Faculty Promotion and Tenure by all faculty), the administrator (chair, director,
902 academic dean) or personnel committee of the home unit must provide a narrative detailing the
903 candidate's exemplary service at the home unit.

904

905

906 **Professional Service**

907 Professional service is not required but is to be rewarded in annual evaluations for salary
908 adjustment and to be considered in tenure and promotion decisions. The weight to be given to
909 professional service depends on the application of the set of criteria described below.

910

911 **Community Service**

912 Community service is not required, but is to be rewarded in annual evaluations for salary
913 adjustment and to be considered in tenure and promotion decisions. The weight to be given to
914 community service depends on the application of the set of criteria described below.

915

916 **3.3.3.4 Documentation**

917

918 At the point of any personnel decision affecting a faculty member, the faculty member is to
919 present a full report on service activities. The report must include:

920

- 921 a. A brief explanation of the nature of the service
- 922 b. A description of the time and effort invested in the service activity, such as the frequency
923 of meeting, preparation time, etc.
- 924 c. The accomplishment of the service activity, such as reports produced, decisions made,
925 etc.
- 926 d. A description of one's own contributions to the collective accomplishment
- 927 e. Supporting documentation.

928

929 At the point of major personnel decisions – formal reviews for reappointment of untenured
930 faculty, tenure and promotion – the faculty member, the departmental chair or program director,
931 or the chair of the personnel committee in the home academic unit must solicit an evaluation of
932 the faculty member's service contributions from the chairs of committees or other university
933 service venues on which the faculty member served. Similarly, letters documenting professional
934 and community service contributions should be solicited. Given the time constraints on the
935 leaders of many external organizations, though, the absence of such letters should not be
936 considered grounds for discounting the significance of professional and community service.

937

938 **3.3.3.5 Criteria for Evaluation of Service**

939

940 The following criteria shall be applied when evaluating the quality of service. They shall be
941 applied holistically as a set. Not all criteria need to be met for an activity to be evaluated as high
942 quality service.

943

- 944 • *Importance and quality of individual contribution.* Other things being equal, activities
945 that make a distinctive contribution carry more weight than do other activities. Thus
946 effectively filling leadership roles (e.g. chairing a committee) carry more weight than do
947 other roles. Activities carried out in informal roles can make contributions as important
948 as those provided by those in leadership roles. For example, a person who drafts a
949 lengthy report or other document is making an important contribution even if it is not
950 designated a formal role. Other examples of informal leadership would be representation
951 of the unit at public functions, initiating changes and steering them to fruition, serving as
952 a bridge to other units, and willingly volunteering for necessary but otherwise thankless
953 tasks.
- 954 • *Impact or significance of the service.* Other things being equal, service contributions that
955 have substantial and important consequences in the setting in which the service takes
956 place carries more weight than does work that does not have important consequence.

- 957 • *Time on task.* Other things being equal, the greater the workload of the service, the more
958 weight it carries.
- 959 • *Intellectual work.* Other things being equal, service activities that involve extensive
960 application of expertise, acquisition of new knowledge, etc., carry greater weight than do
961 service activities that involve less.
- 962 • *Interaction of service, teaching and scholarship.* Other things being equal, service
963 activities that develop new teaching and scholarly competencies, new information, or new
964 technology or research agendas count more than activities that do not.
- 965 • *Communication an dissemination.* Other things being equal, service work that leads to
966 publication or communication of findings carries more weight than does other kinds of
967 work.
- 968

969 **3.3.3.6 Distinctive and Significant Contributions**

970

971 In a case where the faculty member has made a distinctive and significant contribution to the
972 university or its mission, this contribution shall be weighed heavily regardless into which
973 category it falls (e.g. teaching and learning, scholarship, research and/or other creative activities,
974 or service).

975

976 **3.4 Promotion: Specific Criteria by Rank**

977

978 **3.4.1 General Criteria**

979

980 The principal criteria for initial appointment and promotion in academic rank are quality of
981 teaching and learning, scholarship, research and/or other creative activities, and service.

982

983 General university criteria are subject to further specification standards adopted by colleges,
984 schools and departments. Criteria that were approved by and included in official documents of
985 the academic units are as binding on the members of those units as are the general university
986 standards for which they provide explication. Should there be a difference between the two sets
987 of criteria, those of the university shall prevail.

988

989 A faculty committee within the originating college or school should prepare a written policy for
990 promotion and tenure including definitions, goals, and importance of the three fundamental areas
991 of academic performance for that unit's faculty members. This document should reflect the input
992 of the various departments in that college or school.

993

994 The University Board on Faculty Promotion and Tenure shall review the criteria prepared by the
995 college, school and department. The Board shall determine whether said policies are consonant
996 with the general university policy on promotion and tenure. If the Board finds college or school

997 policies to be inconsistent with university guidelines, it will so inform the academic unit with the
998 expectation that the academic unit shall revise criteria accordingly.

999

1000 **Assistant Professor**

1001 The doctorate or terminal degree is required for this rank. Exceptions are made for candidates
1002 who have already attained recognition for scholarly or other relevant professional achievements
1003 and give promise of continued academic development. The assistant professor should
1004 demonstrate a potential for becoming a good to excellent teacher, for pursuing scholarship,
1005 research, and/or other creative activities, and service.

1006

1007 **Associate Professor**

1008 In addition to the requirements for assistant professor, the candidate must demonstrate good to
1009 excellent teaching performance. The candidate should also show evidence of notable
1010 scholarship, research, and/or other creative activities, and service. The candidate should be
1011 engaged in scholarly endeavors that are likely to result in additional academic achievements. For
1012 this rank, the candidate should show significant involvement in university activities at the
1013 respective college, school or departmental level.

1014

1015 **Professor**

1016 This rank is reserved for those with recognized academic achievements. In addition to the
1017 requirements for associate professor, candidates must give evidence of continued scholarship,
1018 research, and/or other creative activities – the quality of which is recognized by their peers
1019 outside the university. Candidates for this rank should also present evidence of notable service
1020 contributions to the university at the level of their home academic unit and beyond. Good to
1021 excellent teaching remains mandatory for this rank.

1022

1023 For promotion to full professor, an evaluation of the candidate's scholarly or creative record by a
1024 minimum of three external experts who have been sent the appropriate material is required.
1025 These materials shall include a cover-letter explanation of the unit's promotion and tenure criteria
1026 to apply to the review. The cover-letter explanation should give them the appropriate information
1027 to allow them to contextualize their review (for example, the cover letter should describe DePaul
1028 University's environment and expectations with respect to teaching, service, and scholarship
1029 within the unit). Experts should be asked to include a copy of their curriculum vitae with their
1030 response.

1031

1032 External reviewers will be selected with input from both the candidate and the unit. As part of
1033 the process, the candidate should describe any relationship that they have with the external
1034 reviewers recommended. External reviewers will be chosen to maximize objective judgment.
1035 These evaluations should be from persons not overly influenced by personal relations with the
1036 applicant.

1037

1038 The policy of the unit at the initial level of review should clearly delineate the process through
1039 which external review letters will be solicited. The process for external review letters also
1040 applies to units that choose (per their written policy) to require external review letters for
1041 promotion to associate professor and/or tenure, and the unit's written policy will dictate whether
1042 two (2) or three (3) external review letters are required for promotion to associate professor
1043 and/or tenure.

1044

1045 **3.5 Tenure**

1046

1047 **3.5.1 Contract Rights**

1048

1049 Continuous contract rights at DePaul University are given to faculty members who have attained
1050 tenured status as provided for in this Faculty Handbook. Faculty members employed under
1051 continuous contract are entitled to annual contract renewal and shall be subject to the terms and
1052 conditions of employment that exist at the time of each annual performance review, unless
1053 separated pursuant to the provisions of Chapter 4 of this Faculty Handbook.

1054

1055 **3.5.2 Eligibility**

1056

1057 Only a faculty member with a tenure-track appointment is eligible for tenure. The basis upon
1058 which tenure is granted or denied is delineated below.

1059

1060 **3.5.2.1 Academic Qualifications**

1061

1062 Before granting tenure, the university should have no reasonable doubt about the faculty
1063 member's demonstrated qualifications and continued capacity to contribute to DePaul's
1064 distinctive goals and academic mission.

1065

1066 **3.5.2.2 Length of Service**

1067

1068 As a general norm, the university requires seven (7) years of continuous service with a regular
1069 full time appointment at DePaul. This length of time is reduced for the faculty member whose
1070 initial appointment is at the rank of professor or associate professor. The seven years may also be
1071 reduced by one, two, or three years by the institution's recognition of a previous full time faculty
1072 appointment at another college or university. For this previous service to be applied in reducing
1073 the length of service at DePaul, the prospective faculty member and the university must reach an
1074 agreement that will be included in the initial faculty contract. This contract, therefore, will
1075 indicate the number of probationary years of service before the faculty member is eligible for
1076 tenure at DePaul University.

1077

1078 While the length of the probationary period is established in the initial faculty contract, the date
1079 of eligibility for tenure review may be revised after the initial hire date. To alter the length of the
1080 probationary period, the academic dean (after consultation with the department chair where
1081 applicable, and with the consent of the faculty member) shall send a written memo to the Provost
1082 requesting a change, with an explanation for the request, and provide a copy of the request to the
1083 department chair and faculty member. Once approved by the Provost, a new schedule for tenure
1084 review shall be sent by the Provost to the faculty member and their chair and/or academic dean,
1085 who shall be responsible for maintaining a current schedule of probationary periods for all
1086 tenure-track faculty in their unit. The updated schedule of probationary periods for tenure-track
1087 faculty in their unit will be distributed to tenured faculty by the chair and/or academic dean prior
1088 to each probationary review of tenure-track faculty and will also be included in the dossier when
1089 the candidate applies for tenure.

1090
1091 If , during this probationary period, a faculty member is on leave of absence for one quarter or
1092 longer, for any reason (research, medical, FMLA, personal), the year during which the leave
1093 occurs is not considered as a year of probationary service, unless the contrary is explicitly
1094 provided for in writing by the Provost in granting the leave. The leave does not break the
1095 required continuity of service even when the year is not part of the probationary period.

1096
1097 As a general norm, the years a faculty member has spent at DePaul University with a special full
1098 time appointment (e.g. non tenure-track appointment as instructor or visiting, or years spent as
1099 instructor (ABD)) are not calculated as satisfying the required probationary years. If the faculty
1100 member's status is changed from a special to a regular full time appointment, one or more years
1101 spent in a special appointment may be calculated to satisfy the years of probationary service
1102 required assuming the negotiation is agreed upon by the academic dean and the Provost.

1103
1104
1105 Faculty members in advanced academic ranks who have not yet completed the required years of
1106 service are eligible to apply for tenure as follows:

- 1107
- 1108 • Faculty members joining the university at the rank of full professor are usually offered
1109 tenure with the initial contract. However, those full professors who are not offered tenure
1110 with the initial contract shall have one formal probationary evaluation – the one before
1111 December 15 of the second year of service. This evaluation will decide whether the
1112 professor will be granted tenure or not offered renewal of contract after the second year.
 - 1113 • Faculty members joining the university at the rank of associate professor shall have a
1114 minimum of two formal probationary evaluations, the last evaluation leading to the
1115 decision to grant or deny tenure. If tenure credit is given upon initial appointment, the
1116 specifics of the review process will be identified in the letter of offer.

1117

1118 **3.5.2.3 Needs of the University of Academic Unit**

1119
1120 In planning the number and qualifications of faculty to meet future needs and the resources
1121 required to support the faculty, the university may – after consultation with the faculty – limit the
1122 number of tenured positions in the university or in any of its academic units. In such instances,
1123 tenure would not be granted regardless of the faculty member’s qualifications and length of
1124 service.

1125
1126 **3.5.3 Externally Supported Appointments**

1127
1128 Faculty members with special full time appointments in positions funded by non-university
1129 resources are not eligible for tenure. This restriction is part of the faculty contract.

1130
1131 **3.5.4 Denial of Tenure**

1132
1133 The faculty member with a regular full time appointment who is not granted tenure after
1134 completing the years of probationary service required for a tenured appointment (normally seven
1135 years) will not be offered a contract renewal at DePaul.

1136
1137 **3.5.5 Termination of Tenured Appointments**

1138
1139 The university may terminate a tenured faculty member for reasons of financial exigency, the
1140 need to discontinue or substantially reduce the size of an academic unit or program, for cause of
1141 medical disability, or for cause of gross or negligent violation of university standards and
1142 expectations (see SEPARATION, Chapter 4, for full explication).

1143
1144
1145 **3.6 Procedures and Timetable for Promotion and Tenure**

1146
1147 **3.6.1 Process**

1148
1149 Each year, eligible faculty may apply for tenure and/or promotion in academic rank. On or
1150 before May 15th, the Provost will notify eligible faculty in writing of the deadline for submitting
1151 an application for promotion and/or consideration of tenure. The faculty member’s request must
1152 be submitted to the department chair, academic dean, and the Provost on or before September
1153 15th. Failure to meet this deadline postpones an application for promotion until the next
1154 academic year. In cases of tenure consideration (with or without promotion), failure to apply
1155 during the year of a faculty member’s eligibility or a withdrawal from consideration will result in
1156 a forfeiture of tenure rights and the termination of the faculty member’s appointment at the end of
1157 the next academic year.

1158

1159 The Provost will acknowledge receipt of the application no later than September 30th, and will
1160 advise the candidate for promotion only that the right to withdraw an application for promotion is
1161 active at any time and can be made without prejudice for future applications.
1162

1163 A faculty member is normally expected to serve three to six years, depending on the practice of
1164 the relevant college or school, in a given rank before promotion to the next rank. Exceptions to
1165 the norm are allowed when the dean and/or college personnel committee, where it exists, certify
1166 that the candidate's extraordinary performance, according to departmental, college or school
1167 criteria, warrants early promotion in rank, and the University Board concurs. There is no limit to
1168 the number of times a faculty member may apply for promotion to full professor. In the event of
1169 a negative recommendation, however, the faculty member is strongly urged to refrain from
1170 reapplying for at least one year after the negative recommendation. Requests for tenure
1171 submitted before the year of eligibility will not be accepted.
1172

1173 All tenured faculty members of a candidate's home academic unit are permitted and expected to
1174 vote by a secret ballot at a meeting in which the candidate's application is reviewed and
1175 discussed, exempting those faculty who may be unable to participate due to approved leaves of
1176 absence. Under no circumstances may a vote be cast through a proxy at any level in the
1177 retention, promotion and/or tenure process. However, faculty in absentia may vote only if they
1178 use technology that permits simultaneous participation in the review meeting and conveyance of
1179 their secret ballot at the time of the vote. Moreover, faculty voting in absentia are required to
1180 have reviewed a candidate's materials before the academic unit's official vote. Only those
1181 faculty having a valid excuse as defined in the unit guidelines may be able to attend and vote
1182 using technology. Likewise, no faculty member would be permitted to add his or her vote after
1183 the votes have been tallied.
1184

1185 For those departments, colleges or schools that utilize a personnel committee at the initial level of
1186 review, the personnel committee shall draft a recommendation that will be distributed to all
1187 tenured faculty members prior to the meeting. If there are an insufficient number of tenured
1188 faculty available at the departmental or college stages, an academic dean may appoint tenured
1189 faculty to the review process from other related academic units. Untenured, tenure-track faculty
1190 will be given the opportunity to participate in the review process, but do not have the right to
1191 vote. The unit may follow a standing policy of restricting voting for promotion to persons of
1192 equal rank or higher, provided there is a critical mass of faculty at that rank or higher.
1193

1194 The report on the recommendation from the home academic unit shall fully discuss both strengths
1195 and weaknesses in the record so as to provide an explanation for positive and negative votes. All
1196 faculty participating in the decision will read the final report of the unit's recommendation and
1197 sign one of two forms:
1198

- 1199 • one stating that the faculty member agrees that the report accurately represents the
1200 discussion of the unit, or
1201 • another stating that the report does not accurately reflect the discussion of the unit.
1202

1203 The faculty member's signature does not indicate the direction of the signatory's vote. Faculty
1204 who sign the form indicating lack of agreement must provide a signed written statement of their
1205 reasons. In the event a faculty member refuses or is unable to sign one or the other of the two
1206 forms above, the report will go forward with an explanation from the person responsible for
1207 gathering the signatures.
1208

1209 Review of qualifications for promotion and tenure is in four stages. At each stage:
1210

- 1211 • The numerical vote of the reviewing body must be reported at all subsequent levels.
1212 • Minority or other reports will be filed with the next higher level only when the candidate
1213 has had the opportunity to review such reports in order to respond appropriately.
1214 Minority and/or dissenting reports must provide explicit explanations and rationale.
1215 • All documents considered at any level shall be passed on to subsequent levels. The
1216 candidate shall have access to all internal documents being considered.
1217 • The candidate shall be informed by the departmental chair and/or academic dean of the
1218 decision, numerical vote, and all of the grounds for the decision before moving on to the
1219 next level.
1220 • Applicants for promotion and tenure may continue to the next stage of deliberation,
1221 regardless of the recommendation(s) at any prior stage.
1222 • Any reversal of the decision of a prior level shall be reported promptly to the
1223 departmental chair and/or academic dean of the prior level along with the reasons for the
1224 reversal.

1225 *The first stage of the review is* conducted by the department or, in the absence of a departmental
1226 structure, another appropriate initial review body (personnel committee, faculty of the whole,
1227 and/or academic dean) according to its established procedures. A student representative(s),
1228 chosen by the appropriate selection procedures established by the college and/or Student
1229 Government Association, shall participate in the review at this level and be present to answer
1230 questions regarding his or her written report at the hearings of the University Board on Faculty
1231 Promotion and Tenure. The student representative shall be prepared to fulfill these
1232 responsibilities by the departmental chair, the chair of the personnel committee, or the academic
1233 dean as appropriate.
1234

1235 The student representative's involvement in the promotion and tenure process is limited to
1236 consideration of the faculty member's teaching performance. The focus of the student
1237 representative's responsibility will be to speak intelligently regarding the faculty member's
1238 teaching record and to carefully reflect the perception of other students. The student
1239 representative shall not vote at any stage of the process.

1240
1241 The selected student representative will make a presentation to the departmental or college
1242 personnel committee concerning the faculty member's teaching.
1243
1244 The student representative should prepare his or her presentation by reviewing both the
1245 quantitative and substantive data from the course evaluations as well as collecting additional
1246 student opinion by means of an open, representative information gathering process in accordance
1247 with standing policies of the academic unit. It should be stressed to the student representative
1248 that he or she is not participating in this process as an advocate for the candidate, but rather as a
1249 representative of the student body, commenting on the effectiveness of the candidate's teaching.
1250 The focus of the student report should be on the interpretation of the student evaluations,
1251 particularly noting areas of discrepancy that might exist between the written evaluations and the
1252 result of the student survey. A written student report should be submitted as part of the materials
1253 presented in support of the candidate's application. The candidate should have the opportunity to
1254 review this report prior to appearing before any review board at any level.
1255
1256 The unit may, when deemed necessary, invite faculty from other units to participate in the review
1257 process at this level. It is especially important at this stage that the reviewing body critically
1258 assess all data concerning the candidate's disciplinary and/or area of qualifications. At this stage,
1259 the burden of presenting a convincing case for promotion and/or tenure lies with the department
1260 and/or college, rather than the candidate. The departmental or school recommendations must be
1261 substantive and provide specific, concrete examples to support the positive or negative decision.
1262 These recommendations will explicitly identify the strengths and weaknesses of each given case
1263 as evidence for the recommendation. Failure on the part of the department, college or dean to
1264 provide clear rationale weakens the recommendations at the university and may result in the next
1265 level's decision to postpone action for a year on the recommendation. On or before January 15th,
1266 the recommendations of the department, program or school shall be submitted to the office of the
1267 dean.
1268
1269 *The second stage of the review* is conducted by the academic dean of the respective college or
1270 school. In this process, a college or school personnel committee may advise the dean. The dean
1271 has the responsibility for submitting a comprehensive review of each candidate. When the dean's
1272 decision differs from that of the tenured faculty, college or school personnel committee (where
1273 one exists) or departmental recommendation, the dean shall inform all involved parties of his or
1274 her decision and the underlying reasons. The dean's formal recommendation to the University
1275 Board on Faculty Promotion and Tenure shall also explicitly cite the reasons that comprise his or
1276 her recommendation. Regardless of whether they are in accord, the dean and the college or
1277 school personnel committee may submit separate recommendations, if desired. The dean's
1278 recommendation, the recommendation and numerical vote of the personnel committee, along
1279 with the candidate's supporting material are to be submitted to the Provost on or before the

1280 appropriate date as specified for a specific college or school [see section 3.6.2 University
1281 Promotion and Tenure Schedule].

1282
1283 *The third stage of the review* is by the University Board on Faculty Promotion and Tenure. The
1284 Provost makes a recommendation to the president based on the university board's decision.

1285
1286 *The President of DePaul University shall make final decisions* regarding promotion and/or the
1287 granting of tenure. On or before June 15th, faculty members will be given written notification of
1288 the president's decision. In cases of a negative decision, the president will include in the written
1289 notification the reasons for such a decision.

1290
1291 Tenure and/or promotion, when granted, become effective at the beginning of the first full
1292 academic year following the decision. If tenure is denied, the faculty member's appointment will
1293 terminate at the conclusion of the contract for the following academic year that was previously
1294 issued.

1295
1296 Only in rare instances and for compelling reasons will the president overturn a promotion or
1297 tenure recommendation made by the University Board on Faculty Promotion and Tenure.

1298 1299 **3.6.1.1 Supporting Materials**

1300
1301 In promotion and tenure cases, the University Board on Faculty Promotion and Tenure shall
1302 receive the following and other relevant materials:

- 1303
- 1304 • Complete professional curriculum vitae for the applicant, paginated with the applicant's
 - 1305 name on each page.
 - 1306 • A five (5) to eight (8) page statement in which the faculty member emphasizes those
 - 1307 achievements or qualifications to which the board should particularly attend.
 - 1308 • Evidence of teaching effectiveness.
 - 1309 • The written recommendation(s) from the reviews conducted at prior levels.
 - 1310 • For promotion to full professor, an evaluation of the record of the candidate's scholarship,
 - 1311 research and/or other creative activities by a minimum of three (3) external experts who
 - 1312 have been sent the appropriate materials.
 - 1313 • Other evidence the applicant may wish to submit, i.e., summary of course evaluations,
 - 1314 awards, special recognitions.
 - 1315 • A single copy of articles, papers, published manuscripts, etc.

1316
1317 Ordinarily, materials submitted to the University Board are limited to that used in the department
1318 and/or college review.

1319

1320 **3.6.1.2 University Board on Faculty Promotion and Tenure**

1321
1322 The University Board on Faculty Promotion and Tenure shall be appointed by the Faculty
1323 Council and be comprised of seven (7) voting faculty members. The seven faculty members will
1324 be broadly representative of different areas of inquiry. Only tenured professors are eligible to
1325 serve as representatives of the board. Associate deans are not eligible. Appointments to the
1326 board will be staggered, each appointment will be for a three (3) year term. The Provost shall
1327 serve as the convener and a non-voting member of the board.

1328

1329 The board shall have the following responsibilities:

1330

- 1331 • To apply current university-wide standards and criteria for tenure and promotion.
- 1332 • To review the candidate's application and supporting materials, recommendations from
1333 prior levels, and the application of departmental and/or college criteria to the candidate.
- 1334 • To recommend action for tenure and/or promotion of the candidate based on the
1335 candidate's record as well as the decisions at lower levels.
- 1336 • To review college/school guidelines and criteria to insure consistency with stated
1337 university expectations as well as reasonable application of these criteria to the evaluation
1338 of faculty members.

1339

1340 At the conclusion of each year's proceedings, the members of the board shall make
1341 recommendations to the Provost regarding the board's future functioning. The Provost shall refer
1342 any policy issued raised by board members to the Faculty Council and will make available a
1343 statistical summary of the final decisions to the faculty of the university.

1344 **3.6.2 University Promotion and Tenure Schedule**

1345

1346 The following is the suggested schedule for the university promotion and tenure process.
1347 Whenever possible, the university will abide by the proposed time table.

1348

1349 **May 15**

1350 Notice of tenure eligibility sent to the faculty member by the Office of Academic Affairs.

1351

1352 **September 15**

1353 Letter requesting consideration for promotion and/or tenure submitted by the faculty member to
1354 the Office of Academic Affairs, the academic dean, and the head of the departmental unit.

1355

1356 **January 15**

1357 Report from the academic unit submitted to the academic dean.

1358

1359 **January 31**

1360 Report from the academic dean and the academic unit of the following colleges and schools
1361 submitted to the Office of Academic Affairs.

1362

- 1363 • College of Communication
- 1364 • College of Computing and Digital Media
- 1365 • College of Law
- 1366 • School of Music
- 1367 • School for New Learning
- 1368 • The Theatre School

1369

1370 **March 1**

1371 Report from the academic dean of the College of Commerce and the College of Education and all
1372 relevant materials submitted to the Office of Academic Affairs.

1373

1374 **March 15**

1375 Report from the academic dean of the College of Liberal Arts & Social Sciences and the College
1376 of Science and Health and all relevant materials submitted to the Office of Academic Affairs.

1377

1378 **Winter/Spring Quarter**

1379 University Board on Faculty Promotion and Tenure meet with faculty candidates.

1380

1381 **June 15**

1382 Decision of the university president. Notification of the president's decision will follow in a
1383 timely fashion.

1384

Absentee Proxy Voting, page 16, lines 32 – 39

1385

Approved by Faculty Council August 20, 2010

1386

1387

Revision to role of the student participant, page 18, lines 14 – 18

1388

Approved by Faculty Council September 30, 2010

1389

1390

Revisions on calculating and adjusting and tenure clock, page 14, lines 13 – 24

1391

Approved by Faculty Council February 15, 2011

1392

1393

Revision to requiring letters of external evaluation, page 12, lines 34 – 40, and page 13, lines 1 -11

1394

Approved by Faculty Council February 15, 2011

1395 **CHAPTER 4. REAPPOINTMENT AND SEPARATION**

1396

1397 **4.1 Reappointments**

1398

1399 **4.1.1 General Meaning**

1400

1401 Appointment, reappointment, annual review and promotion and tenure reviews are separate
1402 actions. Appointment does not guarantee reappointment, nor does appointment at any rank
1403 confer tenure, except where specifically provided in the contract. Promotion at any time from
1404 any rank to any other rank does not confer tenure. Tenure is rarely granted to faculty members
1405 below the rank of Associate Professor.

1406

1407 **4.1.2 Notification of Renewal of Appointment [intentionally left blank] 4.1.3 Non-Tenure**
1408 **Track Positions**

1409

1410

1411 These positions are annual appointments and are not considered permanent appointments to the
1412 DePaul faculty.

1413

1414 **4.1.3.1 Part-Time Faculty**

1415

1416 Part-time faculty contracts may be offered a new contract but are not considered a
1417 reappointment. Such contracts are made through the college offices.

1418

1419 **4.1.3.2 Graduate Assistants and Fellows**

1420

1421 Decisions concerning graduate assistants and fellows reappointments are made through the
1422 college offices.

1423

1424 **4.1.4 Tenure-Track Positions**

1425

1426 **4.1.4.1 Tenured Faculty**

1427

1428 Tenured faculty are not reappointed annually, but are subject to annual review within established
1429 policies for faculty review.

1430

1431 **4.1.4.2 Nontenured Faculty**

1432

1433 Before acquiring tenure, faculty member has a probationary appointment.

1434

1435 *Reappointment Criteria of Nontenured Faculty*

1436 The reappointment of a nontenured faculty member in a tenure track position is decided on the
1437 basis of the person's qualifications, the need of the University for the person's services, and the
1438 financial conditions of the University. That nontenured faculty members previously have been
1439 appointed at DePaul does not entitle them to reappointment. They are entitled, however, to
1440 consideration for reappointment on the same criteria mentioned above.

1441
1442 The same criteria for deciding to offer a new contract apply to faculty whose tenure has ceased
1443 upon retirement.

1444
1445 Nontenured faculty members are subject to an annual review according to the guidelines
1446 identified in Chapter 3 of this Faculty Handbook. Reappointments are an extension of previous
1447 contracts and are determined by the contractual arrangements within the current contract.
1448 Reappointment decisions are made in conjunction with the annual review process.

1449
1450 Reappointment normally implies that a faculty member is making reasonable progress towards
1451 tenure unless otherwise noted in the written statement required from the academic dean at the
1452 time the reappointment decision is made. Nonreappointment, however, may rest on a single
1453 criterion or a combination of several criteria, reflecting the faculty member's role in the
1454 academic unit and the needs of the University. The rationale for selection of criteria and their
1455 relative importance must be explained, if a reappointment decision is questioned.

1456
1457 Reappointment decisions must be based on criteria as described in this Faculty Handbook, and
1458 selected from those listed below:

- 1459
- 1460 1. Teaching, including such related activities as course preparation, testing, and student
1461 achievement.
 - 1462 2. Scholarship, research, and/or other creative activities.
 - 1463 3. University, professional and community service.
 - 1464 4. Professional advancement, such as the completion of a terminal degree or certificate.
1465 This criterion is especially applicable when there is a particular interest or a previous
1466 understanding with the faculty member regarding this advancement.
 - 1467 5. Responsible participation in university processes and activities that are generally
1468 considered faculty responsibilities.
 - 1469 6. Change in academic program, such as:
 - 1470 a. Termination or reduction in size of the academic program to which a faculty
1471 member is assigned.
 - 1472 b. Change in an area of specialization or in emphasis in a program, requiring
1473 replacement of nontenured faculty with faculty having different specializations.

- 1474 7. Financial conditions of the university as a whole or in any particular part, requiring
1475 reduction in the size of the faculty.
1476 8. Professional and ethical conduct.
1477

1478 *Termination of Nontenured Faculty*

1479 When deciding whether or not to renew the contract of a nontenured faculty member, the
1480 university follows two general principals.

- 1481 • DePaul is obligated to select, given available resources, faculty members who will best
1482 contribute to its distinctive goals and academic mission. Consequently, the University
1483 has the utmost latitude, within the limits of academic freedom, in determining which
1484 nontenured faculty members will be retained.
- 1485 • The university should be left without a reasonable doubt as to the faculty member's
1486 qualifications for tenure before it reaches a favorable decision on a reappointment to
1487 which tenure is attached. The quality of academic programs and, therefore, of the
1488 university, require careful selectivity in retention based on the individual faculty
1489 member's qualifications and the needs of the university for particular types of
1490 qualifications. Anything that undermines the selective process erodes tenure and quality.
1491 Within the bounds set by general university criteria, every faculty member in an
1492 academic area is entitled to fair and consistent decision making procedures as protection
1493 against violations of academic freedom or arbitrary adverse decisions based on
1494 established process policy.
1495

1496 The deliberative process will follow duly established procedures and will provide faculty
1497 members with an opportunity to submit materials supporting reappointment. Each year, the
1498 nontenured faculty member will be notified at least fourteen calendar days before the initial
1499 decision is made on reappointment. Within seven days after this notification, he or she may
1500 submit supporting material. Should an adverse decision be reached, faculty members are entitled
1501 to a written statement of the reasons for their not being reappointed and, upon written request,
1502 through a formal review of the decision by their faculty colleagues.
1503

1504 A judgment may rest on a single criterion or on a combination of several criteria. The persons
1505 making this judgment will select a particular criterion or several criteria on the basis of the
1506 faculty member's role in the academic unit and the needs of the University. The rationale for
1507 selection of criteria must be explained if a reappointment decision is questioned. If a single
1508 criterion is used, its choice should be on compelling grounds, such as the intrinsic importance of
1509 the criterion to the University as a whole or appointment or any agreement made with the faculty
1510 member in the initial or subsequent contracts. If multiple criteria are used, the relative
1511 importance of each should be noted.
1512

1513 The dean and the faculty determine which evidence is appropriate for a criterion. The usual
1514 prudence is expected in selecting important evidence without trying to exhaust all sources of
1515 information. Within the context of general University policy, every faculty member in an
1516 academic unit is entitled to be judged according to the same set of criteria and the same types of
1517 documentation. To be avoided in all evaluations is any consideration of the personal ties
1518 between the faculty member and the dean and peers making the decision or the personal conduct
1519 of the faculty member not falling under one of the eight criteria in the University policy. Any
1520 judgment based on a faculty member's ideological and political position is a violation of
1521 academic freedom and will not be supported.

1522
1523 A nontenured tenure-track faculty member informed that his or her contract is not to be renewed
1524 may appeal the decision not to renew. [See Chapter 5, Section 5.1.1, Appeals and Grievances.]
1525

1526 *Notification of Nontenured Faculty*

1527 The nontenured faculty member is entitled to:

- 1528 a) Written notification of the initial decision to renew or not to renew the contract, with a
1529 statement of the reasons for the decision which shall be given by the dean. A decision to
1530 renew should include assessment of the faculty member's qualifications, noting
1531 especially those conditions which should be fulfilled for future appointment and/or
1532 tenure.

1533
1534 Notification during the probationary period shall be made according to Section 4.1.4.3
1535 (Notification of Renewal of Appointment). Notification by these dates shall constitute
1536 sufficient notification for not offering another contract even though appeal and
1537 subsequent review might mean that the final decision is rendered less than a year before
1538 the end of the final contract.

- 1539
1540 b) An opportunity to submit materials supporting probationary appointment. The
1541 nontenured faculty member will be notified at least 28 calendar days before the decision
1542 is made on reappointment. Supporting materials shall be submitted to the dean or the
1543 department chair at least 14 days prior to the decision date.

- 1544
1545 c) Notification by the dean of his or her prerogatives connected with a decision that a
1546 contract is not to be renewed, including a statement of the faculty member's right of
1547 appeal and the procedures governing such an appeal, if he or she wishes such a review.
1548 This right and the procedures attached thereto are described in Chapter 5, Section 5.1.1.2
1549 (Appeals and Grievances).

1550

1551

1552 **4.1.4.3 Notification of Renewal of Appointment**

1553

1554 The University follows the AAUP guidelines for notice of reappointment (See AAUP Policy
1555 Documents and Reports 1990). Notice of non reappointment, or of intention not to recommend
1556 reappointment, should be given in writing in accordance with the following standards:

1557

1558 1. On or before March 1 of the first academic year of service, if the appointment expires at
1559 the end of that year; or, if a one year appointment terminates during an academic year, at
1560 least three (3) months in advance of its termination.

1561 2. On or before December 15 of the second academic year of service, if the appointment
1562 expires at the end of that year; or, if an initial two-year appointment terminates during an
1563 academic year, at least six (6) months in advance of its termination.

1564 3. At least twelve (12) months before the expiration of an appointment after two (2) or more
1565 years in the institution. Notices of reappointments and contract renewal are based on the
1566 University budget cycle and will vary annually dependent upon that cycle.

1567

1568 **4.2 Resignation**

1569

1570 A faculty member who decides not to accept reappointment is expected to notify the dean and, in
1571 colleges organized into the departments, the department chair no later than thirty (30) days after
1572 the issuance of the contract and submit a written resignation to the Provost.

1573

1574 **4.3 Termination Due to Medical Disability or Medical Reasons**

1575

1576 When serious health problems arise, with an expected duration of more than four weeks, a
1577 faculty member will normally request and be granted a disability leave of absence. Disability
1578 income benefits are described at the Human Resources' web site.

1579

1580 The faculty member who recovers sufficiently to return to normal faculty duties within thirty-six
1581 months from the beginning of disability leave is entitled to resumption of a regular appointment.
1582 If the sick leave extends beyond this time period, the tenured appointment is terminated. Should
1583 the faculty member recover sufficiently after this time period, the University shall give
1584 preferential consideration if the person wishes to apply for a new faculty appointment for which
1585 he or she is qualified. Such faculty members, if appointed, shall be appointed at his or her prior
1586 faculty rank and status.

1587

1588 In any instance in which the appropriate University administrator questions whether a faculty
1589 member on sick leave has sufficiently recovered to resume normal duties, the University may
1590 require the faculty member to submit to a medical examination by a doctor, selected by mutual

1591 agreement of the University and the faculty member, who will certify whether or not the faculty
1592 member is capable of resuming his or her duties.

1593
1594 The usual initiative of a faculty member in requesting a sick leave of absence does not preclude
1595 administrative action to place the person on sick leave contrary of the person's will, if there is
1596 sufficient evidence that continuation of regular duties would constitute probable and serious
1597 harm to the fulfillment of the University's responsibilities, to its reputation, or to the welfare of
1598 the faculty member. Such administrative action is subject to review by normal faculty grievance
1599 procedures. [See Chapter 5, Section 5.2.5, Appeals and Grievances]. The effect on retention or
1600 termination of a tenured appointment is the same for sick leave initiated by the faculty member
1601 or the administration.

1602
1603 Disability can lead to the termination of a tenured appointment if the persistent health problems
1604 of a faculty member prevent assignment to regular faculty duties on a full-time basis.

1605

1606 **4.4 Suspension or Termination of Tenured Faculty Members for Cause**

1607

1608 **4.4.1 Suspension**

1609

1610 For serious cause, the University may suspend a faculty member from his or her teaching duties
1611 and other obligations and responsibilities and prohibit that faculty member from using University
1612 facilities. This action can be taken only to prevent probable and serious harm to the reputation of
1613 the University or to its ability to carry out such important functions as instruction. The faculty
1614 member is guaranteed that fair and consistent procedures will be used for making any suspension
1615 decision.

1616

1617 The faculty member may be suspended in the following ways:

1618

- 1619 1. By the President of the University following a decision by a formal hearing committee to
1620 dismiss the faculty member for cause.
- 1621 2. By the Provost following a hearing by a faculty committee selected by the Committee on
1622 Committees, at which hearing the faculty member will have an opportunity to present his
1623 or her position and supporting evidence.
- 1624 3. By the Provost in the event of an emergency where potentially serious harm must be
1625 prevented immediately and there is no opportunity for a previous hearing, in which case
1626 the suspended faculty member has the right after the fact to a formal grievance hearing.
1627 [See Chapter 5, Section 5.2.4: Appeals and Grievances].

1628

1629 The suspension will not continue beyond the time required to remove the actual or potential
1630 harm, ordinarily not beyond the academic year. The suspension might be for twelve months if

1631 the faculty member in question has been given notice of termination and there are sufficient
1632 reasons for suspension until this termination becomes effective.

1633

1634 The faculty member suspended from active service to the University will receive full
1635 compensation during the suspension until the time of justifiable dismissal for cause.

1636

1637 **4.4.2 Termination**

1638

1639 The University retains the right to dismiss a tenured faculty member for any of these causes:

1640

- 1641 1. Deliberate and persistent breach, refusal to perform, or gross neglect or continued and
1642 serious ineffectiveness in the performance of faculty obligations.
- 1643 2. Unethical conduct in activities associated with the role of faculty member, serious
1644 violations of the faculty obligations set forth in Chapter 6, Section 6.4 and Section 6.5
1645 Faculty Rights and Responsibilities, or conviction by a court of law of a crime involving
1646 moral turpitude.
- 1647 3. Material violation of the policies governing activities outside the University.

1648

1649 When the fitness of a faculty member is questioned, the dean will discuss this reason with the
1650 faculty member for the purpose of reaching a mutual agreement that will remove or otherwise
1651 settle the question of fitness.

1652

1653 If the dean and faculty member do not reach a mutually agreeable settlement and the dean
1654 considers the matter serious enough to warrant dismissal or sanction, the dean shall request the
1655 President of the Faculty Council to have the Committee on Committees appoint an inquiry board
1656 of three tenured faculty members. The role of this committee is:

1657

- 1658 1. To ascertain the facts related to the fitness of the faculty member giving both the dean
1659 and the faculty member adequate time to prepare and submit information relating to the
1660 specific questions raised by the dean; the inquiry board will decide its own procedures
1661 and rules for the presentation of information.
- 1662 2. To attempt to reach some adjustment acceptable to both the dean and the faculty member.
- 1663 3. Failing to make such an adjustment, to determine whether there are sufficient grounds to
1664 begin formal dismissal proceedings to impose some other sanction.
- 1665 4. To submit a formal recommendation to the dean along one of these lines:
 - 1666 a. To institute formal dismissal proceedings or suspension proceedings
 - 1667 b. To drop the question of fitness
 - 1668 c. To impose some other sanction other than dismissal or suspension, such as a
1669 warning or formal reprimand, in which case the dean may impose the sanction

1670 without further hearing, but the faculty member may request a formal review
1671 through normal faculty grievance procedures.

1672
1673 The academic dean may institute a formal dismissal or suspension proceeding only if
1674 recommended by the inquiry committee. Should he or she decide to do so, he or she is to
1675 prepare a formal, specific statement of reasons based on the finding of the inquiry board. The
1676 dean shall forward this statement to members of the Faculty Council Committee on Committees,
1677 the Provost, and the chair of the faculty member's department.

1678
1679 The Committee on Committees shall identify a panel of nine tenured faculty members not
1680 affiliated with the college or school of the faculty member. Each party may interview each
1681 member of the panel. In alternating fashion, with the University going first, each party excludes
1682 three members from the panel. The remaining members of the panel constitute the hearing
1683 committee.

1684
1685 The hearing committee's findings of fact and its decisions are to rest solely on the hearing
1686 record. The burden of proof shall rest on the dean to establish by clear and convincing evidence
1687 in the record as a whole that there is adequate cause to dismiss the faculty member. The
1688 responsibilities of the hearing committee in conducting its procedures are:

- 1689
1690 1. It has the right to all the information and documents it needs, without being obligated by
1691 strict rules of legal evidence and legal procedures, exercising due precaution not to
1692 divulge the contents of documents normally considered confidential.
- 1693 2. It may conduct pre-hearing meetings to clarify issues and otherwise provide for an
1694 effective and efficient hearing.
- 1695 3. It may take whatever time is required for a fair and complete hearing, while avoiding
1696 unnecessary delays.
- 1697 4. It may formulate its own additional rules of procedure not contrary to the procedures of
1698 this document.
- 1699 5. It shall keep a verbatim record of the hearings, which shall be available to the parties
1700 without cost.
- 1701 6. It may conduct its hearings privately or publicly, a decision to be made only after
1702 consulting with both parties on this point.

1703
1704 The two parties have the following prerogatives in the formal hearing:

- 1705
1706 1. To obtain in advance of the hearing a list of witnesses the other party intends to call.
- 1707 2. Following submission of a written request, to inspect before the formal hearing at a
1708 location selected by the committee, all documents that the committee in its pre-hearing
1709 meetings has collected and deemed relevant to its deliberations, including documents

1710 normally considered confidential. As a condition of seeing such confidential documents,
1711 however, the committee shall require that their content be kept in strict confidence by
1712 both parties.

- 1713 3. To select an academic advisor or counsel of their own choice.
- 1714 4. To cross examine witnesses.
- 1715 5. To have sufficient time to prepare evidence and to have adjournments upon the valid
1716 claim of unforeseen occurrences during the hearing.

1717

1718 The faculty member has the following additional prerogatives in the formal hearing:

1719

- 1720 1. To decline to testify, without prejudice, at the hearing without restricting the prerogative
1721 of supporting evidence.
- 1722 2. To invite a representative of a responsible educational association as an observer to the
1723 hearing.

1724

1725 The University will assume all costs directly incurred by the hearing committee. If the faculty
1726 member employs an attorney for the hearing, and the decision is not for dismissal, the University
1727 will reimburse the faculty member for at least one-half of the reasonable legal expenses, the
1728 precise proportion to be decided by the hearing committee, depending on the degree to which the
1729 University's case for dismissal had merit.

1730

1731 During the process of the hearing, both parties shall avoid making public statements other than
1732 simple announcements as may be required.

1733

1734 Within a reasonable time after the completion of the hearing, the hearing committee will submit
1735 to the President of the University its decision with supporting reasons. The decision may be:

1736

- 1737 1. That adequate cause for dismissal has been established.
- 1738 2. That adequate cause has been established for an appropriate academic penalty, but not for
1739 dismissal.
- 1740 3. That adequate cause has not been established for either dismissal or a lesser penalty.

1741

1742 Within a reasonable time following an adverse decision by the committee, the faculty member
1743 may appeal in writing to the President. Neither party has the right to submit evidence to the
1744 President.

1745

1746 The President may either accept the decision of the hearing committee or resubmit this decision
1747 to the committee with specific objections. In the latter case, the committee will then reconsider
1748 only points to which the President has objections, receiving new evidence if necessary. After the
1749 study of any reconsideration by the committee, the President will make the final decision. The

1750 President may dismiss a faculty member for cause only if such action is recommended by the
1751 hearing committee.

1752

1753 There is no appeal from this decision within the University.

1754

1755 **4.5 Termination Due to Financial Exigency**

1756

1757 University-wide financial exigency necessary for termination of tenured faculty exists when two
1758 conditions are present:

1759

1760 1. A deficit is likely to continue for at least two (2) years unless retrenchments are made.

1761

1762 2. In the first year, the deficit equals at least four percent (4%) of the total University
1763 operating budget, calculated after retrenchments have been made in areas other than
1764 academic programs.

1764

1765 In the event of such exigency, the University will retrench operations supporting academic
1766 programs before taking steps that could lead to the termination of tenured faculty. These
1767 retrenchments in supporting areas will be made up to the point where there could be danger of
1768 seriously weakening the basic quality of academic programs or essential operations of the
1769 University.

1770

1771 The Provost shall issue a formal statement to the President of the Faculty Council and the
1772 President of the Staff Council, indicating and documenting the likelihood of a financial exigency.
1773 Among the matters to be covered in the statement are:

1774

1775 1. The probability of the exigency continuing unless serious retrenchments are effected.

1776

1777 2. The amount and distribution of the retrenchments that can be made, other than by
1778 terminating faculty appointments, to alleviate the effects of this exigency without
1779 seriously weakening the basic quality of academic programs or essential operations of the
1780 University.

1780

1781 3. The amount of decrease in expenditures that needs to be realized through termination of
1782 faculty appointments.

1782

1783 The statement by the Provost shall be reviewed by a committee to determine whether there is
1784 sufficient evidence to declare a financial exigency. The committee shall consist of four faculty
1785 members, one professional staff member, one student, and the Executive Vice President. The
1786 Committee on Committees of the Faculty Council will select the faculty members, the President
1787 of Staff Council will select the staff member, and the President of the Student Government
1788 Association will select the student member. Members of the committee may be chosen from any
1789 area of the University.

1790 This committee shall have access to all university data related to the possible financial exigency.
1791 It should also question persons knowledgeable about the situation. The committee shall vote on
1792 each of the three points in the Provost's statement noting the possible financial exigency. The
1793 committee shall keep a formal record of its deliberations and votes.

1794

1795 The conclusion of this committee as to the existence of financial exigency shall be referred to the
1796 Faculty Council, Staff Council and the Student Government Association for timely review and
1797 comment, which will be sent to the President of the University, with the committee's report for
1798 final decision.

1799

1800 In the event the President of the University decides that there is financial exigency, the Provost
1801 shall prepare a proposal indicating some of the specific methods for dealing with the financial
1802 exigency, such as the timing of the retrenchments and their effects on academic programs.

1803

1804 This proposal shall be submitted to a committee consisting of three faculty members (selected by
1805 the Committee on Committees of the Faculty Council), one college dean (chosen by the
1806 Academic Council), one student (selected by the Student Government Association), and the
1807 Provost, who will chair the committee but not have a vote. No member of the committee may be
1808 from an academic unit in which retrenchment has been proposed. Before the committee reaches
1809 any decision regarding dropping or substantially reducing a program or reducing or
1810 consolidating an academic unit with another, it will provide the faculty in the program or unit as
1811 well as faculty in the related programs in the same college or school the opportunity to address
1812 the committee.

1813

1814 The committee's decision where to cut faculty appointments and the extent of those cuts in given
1815 units or programs shall be guided by the need to cause the least amount of harm to the academic
1816 programs of the University as a whole and to units and programs not directly affected by the
1817 retrenchment and by the need to make cuts most likely to relieve the financial exigency.

1818

1819 The committee shall keep a written record of its deliberations and decisions. This written record
1820 shall be appended to the committee's final report, which will be provided to the Provost, the
1821 deans of the affected colleges or schools, the Faculty Council, and the Student Government
1822 Association. Its decisions shall be the basis for further action by academic administrators.

1823

1824 Based on the decisions on where and how retrenchments are to be made, the ideas of affected
1825 colleges or schools, following consultation with department chairs and programs heads, shall
1826 propose to a faculty committee which faculty appointments shall be terminated. The Provost
1827 shall make the proposal if a college or school itself is to be phased out.

1828

1829 The committee shall consist of three faculty not affiliated with the programs or departments in
1830 which retrenchments have been proposed by the dean. For colleges or schools not organized by
1831 departments or programs, the committee members will be drawn from outside the college or
1832 school. The Committee on Committees of the Faculty Council will appoint the committee
1833 members. If more than one college or school is to be directly affected by retrenchment, more
1834 than one committee may be established.

1835
1836 The committee will select one of its members to act as chair. The committee shall consult with
1837 the dean of the affected college or school, the Provost (if termination of a college or school has
1838 been proposed), and the chairs or program heads of affected departments or programs.

1839
1840 The committee shall submit a written report to the Provost, the deans of the concerned units, and
1841 the department chairs or program heads, with a copy sent to the President of the Faculty Council.

1842
1843 The dean , in making his or her proposals for termination, and the committee, in evaluating the
1844 proposals, are to decide according to the following criteria and in this order of priority:

- 1845
1846 1. Faculty required for a viable academic program, if the program itself is not to be phased
1847 out, should be retained. The quality of faculty performance may be considered in
1848 evaluating whether a faculty member is required for a viable academic program. In
1849 extraordinary circumstances, where a serious distortion of the academic program would
1850 otherwise result, a nontenured faculty member may be retained.
- 1851 2. Tenured faculty retained over nontenured faculty.
- 1852 3. More senior members, seniority determined by years of full-time service to the
1853 University.
- 1854 4. Equal opportunity and similar policies which assures equitable consideration to women
1855 and members of minority groups.

1856
1857 A tenured faculty member notified of termination because of financial exigency has a right to
1858 appeal to a faculty committee to the selection of the area and type of retrenchment and selection
1859 of specific faculty appointments to be terminated. [See Chapter 5, Section 5.1.2: Appeals and
1860 Grievances].

1861
1862 The decision terminating a tenured faculty member for financial exigency obligates the
1863 University:

- 1864
1865 • To make an effort to place the faculty member concerned in another suitable University
1866 position for which the person is qualified, especially when the financial exigency is
1867 limited to a particular academic unit. If the faculty member is not qualified, but is willing
1868 to become so, the University shall offer reasonable opportunity and financial support

1869 toward this end. The faculty committee described above will work out any difference
1870 between the faculty member whose position is terminated and the appropriate
1871 administrator regarding qualifications for another position, reasonable opportunity, and
1872 support in becoming qualified.

- 1873 • To give 12 months notice of termination or salary and benefits for an equal length of
1874 time.
- 1875 • Not to replace the faculty member within a three year period unless the terminated
1876 faculty member has been offered reinstatement with a reasonable time in which to accept
1877 or decline.
- 1878 • Not to approve additional full-time faculty positions in other academic programs or units
1879 of the University over a three year period except in extraordinary circumstances, or
1880 where serious deterioration or distortion would result in other academic programs
1881 without such additional faculty appointments.

1882

1883 **4.6 Termination Due to Discontinuance of Substantial Reduction of an Academic Unit**

1884

1885 The University may also discontinue or substantially reduce an academic unit if such an action is
1886 consistent with a decision of the Faculty Council, reached according to its established policies
1887 and procedures for program termination, to terminate or reduce an academic program served by
1888 the faculty of the unit.

1889

1890 The appointments of only those faculty members explicitly affiliated, by the terms of the initial
1891 contract and subsequent contract renewals, with the unit or program can be terminated by
1892 discontinuance or reduction.

1893

1894 As specified in Chapter 2, Section 2.4: Search, Appointment and Orientation of Faculty, Change
1895 of Affiliation, original faculty affiliation can be changed only with the agreement of the faculty
1896 member.

1897

1898 The process of discontinuation or substantial reduction of the faculty of a unit involving the
1899 termination of tenured contracts starts when the dean of the college or school responsible for the
1900 academic unit in question or the Provost submits a formal proposal to the President of the
1901 Faculty Council. The proposal should include the methods to be employed in eliminating,
1902 phasing out, or reducing the unit. The Faculty Council Committee on Committees will form a
1903 committee of five faculty members to evaluate the proposal and recommend if it is to be
1904 accepted or rejected. No member of the committee may be from a unit to be affected by the
1905 proposed discontinuance or substantial reduction of programs.

1906

1907 Should the Faculty Council accept the recommendation of the committee, it shall submit its
1908 decision to the President of the University, who has final authority in this matter. The faculty

1909 attached to any program directly affected have a right to all of the records upon which the
1910 decision was based, and a right to submit, individually or as a group, within twenty days of the
1911 Faculty Council decision, a statement to the President of the University explaining a position
1912 contrary to the Faculty Council decision. The President of the University shall not make a final
1913 decision until after studying the statement submitted by the faculty who would be affected by
1914 discontinuation or reduction of a unit.

1915
1916 The specific faculty appointments to be terminated shall be decided by a process identical to that
1917 followed in deciding termination after a judgment that a crisis if financial exigency exists.

1918
1919 The tenured faculty member whose appointment is to be terminated has the right to appeal the
1920 selection of his or her appointment to be terminated [See Chapter 5, Section 5.1.3: Appeals and
1921 Grievances]. The appeal process is identical to that used for appealing terminations due to
1922 financial exigency. This appeal in no way limits the previously described right to appeal the
1923 decision of the Faculty Council that an academic program be discontinued or substantially
1924 reduced.

1925
1926 The decision to terminate a tenured faculty member due to program termination or reduction
1927 obligates the University to make an effort to place the faculty member concerned in another
1928 faculty position or, if that is not possible, another suitable University position for which the
1929 person is qualified. If the faculty member is not qualified, but is willing to become so, the
1930 University shall offer reasonable opportunity and financial support toward this end. If the
1931 faculty member believes that the administrator has failed to make a good faith effort to work out
1932 an arrangement for the faculty member's reassignment, he or she may appeal to the faculty
1933 committee that determined faculty appointments were to be terminated [See Chapter 5, Section
1934 5.1.3: Appeals and Grievances].

1935
1936 The committee will ascertain from both parties the terms that they have proposed and the
1937 rationale for those terms.

1938 1939 **4.7 Retirement**

1940
1941 DePaul University has no mandatory retirement age for faculty.

1942
1943
1944
1945

Factual Update and Reorganization of Chapters
Approved by Faculty Council January 2010

1946 **CHAPTER 5. APPEALS AND GRIEVANCES**

1947

1948 **5.1 Appeals**

1949 Appeals of non-renewal, suspensions or terminations decisions are to be conducted in accordance with the
1950 procedures specified below in sections 5.1.1, 5.1.2, 5.1.3, and 5.1.4. Each procedure is specific to the
1951 nature of the decision appealed. No overlap of procedures is to be implied.

1952 **5.1.1. Appeal Procedure for Nonrenewal of Nontenured-Tenure Track Faculty**

1953 All review procedures are to be carried out as expeditiously as is reasonably possible, consistent with
1954 obtaining sound judgments and qualified, balanced review panels. All time guidelines set forth below
1955 refer only to calendar days within regular academic terms — Fall, Winter, Spring — are to be construed
1956 as recommended maximums. However, a failure by the affected faculty member to adhere to any time
1957 guidelines, except under extraordinary circumstances, shall result in forfeiture of all review rights.

1958

1959 A nontenured tenure-track faculty member informed that his or her contract is not to be renewed may
1960 appeal the decision not to renew. The first step of the appeal process must be a written request to the dean
1961 that he or she institute an informal review. A copy of that request shall be sent to the Provost. Such a
1962 request is to be made within seven calendar days after the receipt of the decision not to renew. The
1963 informal review is to be completed within fourteen days after the receipt of the request from the affected
1964 faculty member. The faculty member must be notified in writing by the dean of the conclusion of the
1965 informal review within seven days after the completion of the review.

1966

1967 If the informal review does not result in a decision to renew the contract, the faculty member may then
1968 request the Faculty Council to initiate a formal review of the decision not to renew. This request shall be
1969 made in writing to the President of the Faculty Council, shall state the grounds on which the challenge to
1970 the decision is made, and shall be made within seven days after the receipt of the decision of the informal
1971 review not to renew.

1972

1973 A nontenured faculty member who has not been reviewed by the University Board on Faculty Promotion
1974 and Tenure can request this formal review on any or all of the following grounds:

1975

1976 1. That the faculty member's academic freedom was violated by the dismissal itself.

1977

1978 2. That the process by which the decision not to renew was made applied inappropriate criteria or applied
1979 appropriate criteria unfairly or failed to meet reasonable standards of thoroughness;

1980

1981 3. That the evaluation of the candidate was not in accord with the policies and procedures set herein.

1982

1983 A nontenured faculty member who has been reviewed for tenure by the University Board on Faculty
1984 Promotion and Tenure can request this formal review only on grounds of (1) or (3) specified above.

1985 The Committee on Committees of the Faculty Council shall be directed by the Faculty Council's

1986 President to appoint a Review Board of three tenured members from departments other than that of the
1987 faculty member concerned, one of whom may be an academic dean from another college, to conduct the

1988 formal review. This appointment shall be made within ten days after the receipt of the request from the

1989 affected faculty member. The President of the Faculty Council shall notify the faculty member and faculty

1990 member's dean of the appointment of the Review Board and of the names of the members of the Board.
1991 The dean shall also receive notification of the grounds on which the challenge to the decision is made.
1992 The Review Board shall select its own chair. All three members must be present to conduct business. Any
1993 decision requires a simple majority vote. The Board's transactions are confidential and not open to
1994 persons other than those explicitly invited to attend. Written minutes shall be kept of its meetings which
1995 shall be available only to the Provost. The Provost and the appealing faculty member shall be notified by
1996 the Board of its final decision at the same time. The board will notify the faculty member's dean,
1997 department chair and the President of the Faculty Council of its final decision in a timely manner.
1998

1999 The Review Board shall receive: from the complaining faculty member a written statement indicating the
2000 grounds for challenging the decision; from the faculty member's dean, a written statement of the reason(s)
2001 for not renewing the contract and/or a statement of the procedures followed in reaching and reviewing the
2002 decisions not to renew the contract. These statements are to be submitted to the Board within ten days
2003 after the appointment of this Board. The Board may choose to interview the faculty member and/ or the
2004 dean, and/or request further information. The board may also dismiss any complaint that does not include
2005 a written statement setting forth any of the grounds.

2006 The burden of proof rests on the complaining faculty member. The decision stands unless the faculty
2007 member can establish the violation of at least one of the applicable criteria above. Failure to submit
2008 requested materials within the designated deadlines shall constitute a failure to meet the burden of proof.
2009 If the complaining faculty member alleges a violation of academic freedom, the Review Board shall reach
2010 one of two decisions:

- 2011
- 2012 1. That academic freedom has not been violated by the dismissal itself and hence the decision not to
2013 renew a contract stands;
 - 2014
 - 2015 2. That academic freedom has been violated by the dismissal itself and hence the dean may
2016 recommend that another contract be offered or that a review of the case be conducted in accord with those
2017 procedures ordinarily reserved for tenured faculty being dismissed for cause.
 - 2018

2019 If a complaining faculty member alleges that the process by which the decision not to renew was made
2020 applied inappropriate criteria or applied appropriate criteria unfairly or failed to meet reasonable
2021 standards of thoroughness the review Board shall determine primarily whether the decision made by the
2022 body representing the department or college was the result of inadequate consideration in terms of the
2023 relevant University criteria. In its deliberations the Board shall not substitute its judgment on the merits of
2024 the case for that of the departmental or college bodies. The Board shall request reconsideration by the
2025 representative of the department or college when the Board believes that adequate consideration was not
2026 given to the faculty member's qualifications. In such instances, the Board should indicate the respects in
2027 which it believes the consideration may have been inadequate. If the Board finds that adequate and proper
2028 consideration was given, the decision for nonrenewal stands.

2029

2030 University procedures for deciding the renewal or nonrenewal of the contract on a nontenured tenure-track
2031 faculty member formally end with the decision of this review board unless, in accord with procedures
2032 ordinarily reserved for tenured faculty being dismissed for cause, the matter is referred to the formal
2033 procedures ordinarily reserved for tenured faculty. The decision of the Board must be submitted to the
2034 Provost within seven days after the conclusion of the hearing, which submission shall, in no event, be
2035 more than sixty five days (exclusive of time between regular academic terms) after the affected faculty
2036 member had originally been notified of nonrenewal of the contract.
2037

2038 The Provost will convey the Review Board's report and decision to the President, Faculty
2039 Council President and the complaining faculty member. The President shall make a written response to
2040 the Review Board's decision and send the response to the Review Board, the Faculty Council President
2041 and the complaining faculty member within 14 days of the Review Board's decision. The President's
2042 decision, as set forth in his or her response to the written report of the Review Board is final.
2043

2044 **5.1.1.1. Summary of the Schedule for Due Process**

2045 Unless otherwise stated, each of the following time periods is recommended and expected time limits
2046 within which the specified actions shall occur. Such actions may occur within a shorter or longer period
2047 than recommended, but a demonstrated effort should be made not to exceed the length of time
2048 recommended. Where deadlines are specified, failure to adhere may result in a forfeiture of rights by the
2049 offending party.

2050 Start - The untenured tenure-track faculty member is formally notified that his or her contract is
2051 not to be renewed. Included with such notice is a statement of reasons for nonreappointment from his or
2052 her dean and a statement of the faculty member's rights of appeal and the procedures governing such an
2053 appeal.

2054

2055 On or before seven days after receipt of notification –

2056

2057 The faculty member wishing to appeal the decision not to renew makes a request in writing to the dean
2058 that he or she institute an informal review of that decision. A copy of the request is sent to the Provost .

2059

2060 Fourteen days after request for review by the dean

2061

2062 The dean's informal review is completed.

2063

2064 Seven days after the completion of the dean's informal Review

2065

2066 The results of that review are communicated in writing to the faculty member.

2067

2068 On or before seven days after such notification (if adverse) –

2069

2070 The faculty member makes a request to the Faculty Council President, in writing, to initiate a
2071 formal review, stating the grounds on which the review is being requested.

2072

2073 Ten days after the request for formal review –

2074

2075 The Faculty Council's Committee on Committees appoints a three member review panel.

2076

2077 Three days after the appointment of the review panel

2078

2079 The Faculty Council, the President, or his or her designee, notifies the faculty member and his or
2080 her dean of the appointment of the review board and of the names of its members. The Faculty President,
2081 or the designee, also notifies the dean of the grounds on which the formal review has been requested.

2082
2083 On or before ten days after the notification that a review panel has been appointed
2084
2085 The faculty member and the faculty member's dean submit statements to the review panel.
2086
2087 Fourteen days after submission of documentation –
2088
2089 The review panel completes its review and arrives at a decision.
2090
2091 Seven days after the review panel reaches its decision –
2092
2093 The review panel notifies the Provost and the faculty member of its decision in writing. The
2094 faculty member's dean and the Faculty Council President shall be notified in a timely manner.
2095
2096 **5.1.1.2. Appeal Procedure for Non-Reappointment of Non-Tenure Track Faculty**
2097 There is currently no procedure for appeal of non-reappointment of non-tenure track faculty.
2098
2099 **5.1.2. Appeal Procedure for Termination Due to Financial Exigency**
2100
2101 A tenured faculty member notified of termination because of financial exigency has a right to appeal to a
2102 faculty committee to the selection of the area and type of retrenchment and selection of specific faculty
2103 appointments to be terminated. The faculty member making the appeal must specify in writing the precise
2104 issues to be reviewed and the basis for the challenge. This written statement must be submitted to the
2105 President of the Faculty Council within four weeks of receipt of notification of termination.
2106
2107 The Committee on Committees of the Faculty Council will select faculty members not affiliated with the
2108 programs or units of faculty members making appeals. One committee will review all appeals unless all
2109 units in the University are affected by the exigency, in which case there may be two committees.
2110
2111 The committee will conduct a formal hearing with a written record maintained. The hearing may be
2112 public or private, at the discretion of the hearing committee. The faculty members whose appointments
2113 have been terminated have the right to counsel, and a copy of the decision of the appeal committee. The
2114 committee shall not follow those legal procedures associated with cases at law. This committee's decision
2115 is to be submitted to the President of the University as a recommendation for his final decision. Only
2116 rarely and for compelling reasons, though, will the President not accept the committee's decision.
2117
2118 **5.1.3. Appeal Procedure for Terminated Appointment Due to Discontinuance or Substantial**
2119 **Reduction of an Academic Unit**
2120
2121 The tenured faculty member whose appointment is to be terminated has the right to appeal the selection of
2122 his or her appointment to be terminated. The appeal process is identical to that used for appealing
2123 terminations due to financial exigency. This appeal in no way limits the previously described right to
2124 appeal the decision of the Faculty Council that an academic program be discontinued or substantially
2125 reduced.
2126

2127 If the faculty member believes that the administrator has failed to make a good faith effort to work out an
2128 arrangement for the faculty member's reassignment, he or she may appeal to the faculty committee that
2129 determined faculty appointments were to be terminated. The committee will ascertain from both parties
2130 the terms that they have proposed and the rationale for those terms.
2131

2132 The committee may adopt one of four decisions. It may choose to reject the appeal, in which case the
2133 administration can treat its terms as the University's final offer; the individual faculty member may
2134 choose to accept the offered compromise or accept the termination provisions stipulated in the obligations
2135 of the university (see Chapter 4, Termination Due to Financial Exigency, section 4.5. The committee may
2136 uphold the appeal and require the University to accept the terms offered by the faculty member. The
2137 committee also may offer a compromise, which the University will be required to accept as its final offer,
2138 or the committee may uphold the appeal and require the parties to reenter negotiations and bargain more
2139 flexibly. Should the faculty member and the administrator fail to agree on an appropriate reassignment,
2140 the University is obligated to give 12 month notice of termination or salary and benefits for an equal
2141 length of time.
2142

2143 **5.1.4. Appeal Procedure for the Suspension or Dismissal of Tenured Faculty Other Than for** 2144 **Financial Exigency or Discontinuance or Substantial Reduction of an Academic Unit**

2145 There is no appeal within the University from a decision to suspend or dismiss a tenured faculty member
2146 under this provision. Pre-dismissal/suspension hearing procedures are found in Chapter 4.

2147

2148 **5.2 Grievance not Involving Dismissal or Reappointment of Nontenured Faculty or** 2149 **Dismissal of Tenured Faculty**

2150

2151 **5.2.1. Faculty Grievances**

2152

2153 Grievance procedures consist of systematic ways to challenge a decision made by a person with authority
2154 in the University but interpreted as unfair by the person affected by the decision. A decision is considered
2155 unfair if it meets three criteria:

- 2156 1. It adversely affects the interests of an individual;
- 2157 2. The affected individual is being treated differently from other persons of similar circumstances; and
- 2158 3. There is insufficient justification for different treatment.

2159

2160 Grievances are limited strictly to the questioned decision and are open only to the persons directly
2161 affected by that decision. Grievances may not be used to question or change policy. Specifically outside
2162 the scope of grievances are: policies or norms by the President of the University or someone delegated by
2163 the President and affecting a group of persons equally; policy decisions by a deliberative body, such as
2164 the Faculty Council or the faculty of a college or department that were made on the recommendation of an
2165 impartially selected board or committee, even though the decisions affect individual persons differently.
2166

2167 A person who wishes to question a decision must initiate the grievance procedure within two weeks after
2168 being informed of the decision, unless extraordinary conditions delay initiation beyond this time. Once

2169 those procedures have been initiated, those conducting them must make a demonstrated effort to reach a
2170 prompt decision.

2171
2172 A decision that is submitted to a grievance procedure remains in effect during the procedure, unless the
2173 persons making the decision or the person to whom the decision maker reports suspends the decision
2174 during the procedure.

2175
2176 Grievances do not include dismissals, suspensions other than emergency suspensions or
2177 nonreappointments of any faculty or termination of tenured faculty members due to financial exigency
2178 and discontinuance or substantial reduction of an academic unit. Those issues are covered in Appeals,
2179 section 5.1.

2180
2181 **5.2.2. Procedures for Faculty Grievances**

2182 All faculty grievances begin with administrative procedures, which must be exhausted before the faculty
2183 member may seek any other remedies.

2184
2185 **Informal Administrative Procedures**

2186 Initially, a faculty member should seek to resolve the grievance with the administrator who made the
2187 decision in question. If a satisfactory solution is not reached, the faculty member may request the next
2188 administrator in direct line of authority up to and including the Provost to listen to the grievance. Unless
2189 the grievance, in his or her judgment, is patently unfounded, inconsequential or already settled
2190 adequately, the administrator seeks a settlement acceptable to both parties.

2191
2192 **Formal Administrative Procedures**

2193
2194 These formal procedures will begin only after the informal procedures have been exhausted and have not
2195 resulted in a settlement acceptable to both parties. The purpose of the formal administrative procedures is
2196 to yield a judgment in favor of one of the parties or that is acceptable to both. Throughout the formal
2197 administrative procedures, the burden of proof rests on the party appealing the result of the previous stage
2198 of the grievance process.

2199
2200 The dean of a college conducts the formal procedures. If the grievance is against the decision of the
2201 faculty member's dean, the grievance will be heard by another dean selected by the Provost with
2202 approval of the aggrieved faculty member.

2203
2204 Formal administrative procedures begin when the faculty member submits to the dean hearing the
2205 grievance, a written statement explaining: the precise nature of the grievance, information supporting the
2206 faculty member's position, previous attempts made to settle the issue, the reasons why informal
2207 procedures were unsatisfactory, and the remedies that would be considered satisfactory.

2208 Unless serious and unavoidable circumstances intervene, a written decision must be given to the faculty
2209 member and the administrator who made the decision in question within a month after receiving their
2210 written statements. The dean hearing the grievance shall state that decision and what action, if any, is
2211 required to implement the decision.

2212
2213 Either party may appeal the dean's decision to the Provost . The appeal must be in writing and supported
2214 by reasons for not accepting the dean's decision. The Provost may conduct another review. The PROVOST

2215 will conduct any such review and enter a decision, which apart from extraordinary circumstances must be
2216 given within one month after receipt of the appeal.

2217 Formal administrative grievance procedures end with the decision of the Provost .

2218

2219 Grievance Board

2220 Within two weeks of the faculty member's receipt of the decision of the Provost , the faculty member may
2221 refer that decision to the judgment of faculty peers by asking the President of the Faculty Council in
2222 writing to direct the faculty Council Committee on Committees to select three tenured faculty members to
2223 serve as a Grievance Board. In cases brought to the grievance board, the burden of proof rests on the
2224 faculty member to establish that the administrative decision was unfair, as defined in this section. The
2225 Grievance Board operates according to rules of due process described in Summary of the Schedule for
2226 Due Process, section 5.1.1.1.

2227

2228 The decision of the Grievance Board is final; there is no appeal within the University from the decision of
2229 the Grievance Board.

2230 **5.2.3. Grievance by a Tenured Faculty Member Against Sanctions Imposed by the Dean**

2231 The faculty member may request a formal review of imposed sanctions through normal faculty grievance
2232 procedures.

2233 Within a reasonable time following an adverse decision by the Grievance Board, the faculty member may
2234 grieve in writing to the President.

2235

2236 There is no appeal of the President's decision.

2237

2238 **5.2.4. Grievance for Emergency Suspension**

2239 In the event of an emergency where potentially serious harm must be prevented immediately and there is
2240 no opportunity for a previous hearing, a faculty member has the right to a formal grievance hearing after
2241 the fact if suspended by the Provost .

2242 **5.2.5. Grievance for Termination Due to Disability or Medical Reasons**

2243 The administrative action to terminate a faculty member due to disability or medical reason is subject to
2244 applicable faculty grievance or appeal review in accordance with this Faculty Handbook and consistent
2245 with current federal and state law.

2246

2247 **5.3 Right to Review Personnel Records**

2248

2249 Appeals and Grievances are subject to the Illinois Personnel Record Review Act (820ILCS 40/). The act
2250 stipulates the circumstances and conditions under which an employee or their representative may inspect
2251 any personnel documents which are, have been or are intended to be used in determining that employee's
2252 qualifications for employment, promotion, transfer, additional compensation, discharge or other
2253 disciplinary action.

SUPERSEDED

2255 **CHAPTER 6. FACULTY RIGHTS AND RESPONSIBILITIES**

2256

2257 DePaul University generally follows AAUP guidelines, (<http://www.aaup.org>) except in
2258 instances where a policy is otherwise defined in this Handbook.

2259

2260 **6.1 Academic Freedom**

2261

2262 DePaul accords academic freedom a prominent position as an integral part of the university's
2263 scholarly and religious heritage. The university attempts to create an environment in which
2264 persons engaged in learning and research exercise this freedom and respect it in others as
2265 contributing to the God-given dignity of individual persons and enhancing the academic process.
2266 University precept and tradition protect this freedom from infringement. Not only the faculty, but
2267 students and other members of the university community enjoy this freedom as they participate in
2268 the various forms of open inquiry and debate, as for example, classroom presentation and
2269 discussion, research and publication, public statements made as a citizen in one's own name, and
2270 other forms of creative expression.

2271

2272 DePaul University is guided by the 1940 Statement for Principles of Academic Freedom and
2273 Tenure of the American Association of University Professors, together with the Interpretive
2274 Comments, which is found in the AAUP Policy Documents and Reports, 1990.

2275 (<http://www.aaup.org/1940stat.htm>). However, the university expressly reserves the right to
2276 amend, alter, modify, and delete the same with the assent of the Faculty Council.

2277

2278 **6.2 Diversity Guidelines**

2279

2280 **6.2.1. Diversity**

2281

2282 DePaul University has a long standing commitment to ethnic and cultural diversity of its faculty,
2283 staff and student body. As a university with a strong Catholic and Vincentian heritage, this
2284 commitment is particularly integral to our mission. It is also recognized that a multicultural
2285 experience is an essential part of DePaul.

2286

2287 Consistent with the Catholic and Vincentian heritage, DePaul University is committed to
2288 preserving an environment that respects the personal rights and dignity of each member of the
2289 community. Therefore, DePaul University will not tolerate the harassment and/or discrimination
2290 of any kind of any person or group of individuals including, but not limited to age, race, national
2291 origin, sex, religion, a person with a disability, and/or sexual orientation. Harassment is defined
2292 as any behavior (verbal, written, or physical) that abuses, demeans or victimizes any person
2293 based on the above distinctions. DePaul University reserves the right to take such actions as are
2294 consistent with its procedures to deal with such individuals engaged in such harassment and/or
2295 discrimination.

2296

2297 Except as concerns sexual harassment, which is handled under the separate policy, Sexual
2298 Harassment Policy and Procedure, any employee of DePaul University who feels that he/she has
2299 been the victim of harassment should notify his/her supervisor, or the Vice President of Human
2300 Resources.

2301

2302 The complaint will be investigated immediately to determine whether it is justified. If the
2303 complaint is found to have merit, corrective action will be taken.

2304

2305

2306 **6.3.0 Academic Support**

2307

2308 Since the University’s mission statement places “highest priority on programs of instruction and
2309 learning,” the University sponsors a variety of professional development programs and awards
2310 recognizing outstanding achievement in teaching, scholarship, and/or creative activities and
2311 service. Such development opportunities and awards include but are not limited to:

2312

- 2313 • Paid Faculty Leaves
- 2314 • University Excellence in Teaching Award
- 2315 • Spirit of Inquiry Award
- 2316 • Competitive Instructional Grants
- 2317 • Summer Stipends
- 2318 • Departmental Initiative Grants
- 2319 • Competitive research Grants
- 2320 • Research Conference Program.

2321

2322

2323 The Office of Faculty Development & Research seeks to fulfill the university’s commitment to
2324 academic excellence by developing teacher/scholars at all academic career levels. The Office has
2325 responsibility for programs, resources, and guidelines that support development, promotion, and
2326 retention of talented and diverse faculty. Through the Office of Faculty Development &
2327 Research, the Provost provides internal grants to support faculty development initiatives and
2328 sponsors awards to recognize outstanding faculty achievements.

2329 The Office of Faculty Development and Research provides university-wide support for faculty
2330 development through the [Quality of Instruction Council \(QIC\)](#), the [University Research Council](#)
2331 [\(URC\)](#), and the [Public Service Council \(PSC\)](#). The Associate Vice President for the Office of
2332 Faculty Development and Research chairs the three councils, which are composed of faculty and
2333 academic administrators. The Office also sponsors other opportunities, including new faculty
2334 orientation, tenure and paid-leave workshops, and select international faculty language
2335 immersion programs. All programs are intentionally competitive in nature to ensure the best use
2336 of available funds and to encourage the development of proposal-writing skills. Applications do
2337 exceed available funding, and applicants are encouraged to submit well-crafted projects that
2338 advance their scholarly objectives.

2339 Faculty grants, awards, stipends, and leaves are peer reviewed by one of three academic councils.
2340 The Associate Vice President for Faculty Development & Research chairs all three academic
2341 councils. Council members are appointed by Faculty Council. The University Research Council
2342 (URC) reviews and awards research grants, leaves, and the Spirit of Inquiry Awards. The
2343 Quality of Instruction Council (QIC) reviews and awards instructional grants and leaves and the
2344 Excellence in Teaching Awards. The Public Service Council (PSC) reviews and awards
2345 instructional and research grants related to service learning courses and university-community
2346 research projects. The PSC also reviews Excellence in Public Service Awards.

2347 A more complete listing of professional development initiatives and guidelines can be found at
2348 the Office of Faculty Development and Research. [See <http://condor.depaul.edu/~acafflpc/>.]

2349

2350

2351 **6.3.1. Memberships**

2352

2353 In addition, although professional membership fees are the responsibility of the individual
2354 faculty, the University may reimburse individual full time faculty up to \$50.00 per membership
2355 for up to three such organizations per year, provided that the first \$25 of each fee is paid by the
2356 faculty member. The University does not pay for memberships in private clubs except when
2357 approved by the President.

2358

2359 **6.3.2. Travel Expenses**

2360

2361 The University provides each academic unit with a travel budget to support faculty participating
2362 in meetings of learned societies. Top priority for travel support belongs to the faculty member
2363 who presents a paper, serves on a panel, acts as an officer of the society, represents the
2364 University (on the authority or request of the chair or dean) in recruiting faculty, or serves in
2365 another official capacity. Travel support is provided only from travel funds within the budget of
2366 the academic unit and upon the approval of the chair or dean, who is responsible for the
2367 distribution of these travel funds among the faculty who travel in an official role. Depending on
2368 the amount of money available in the travel budget and the demands for these funds, the faculty
2369 members may receive partial or no support.

2370

2371 Travel compensation may be given for national or regional meetings. For meetings in the
2372 metropolitan Chicago area, support is limited to such incidentals as registration fees. In all
2373 instances, the University reimburses actual expenses for allowable items.

2374 Faculty who attend meetings without taking one of the active roles listed above are usually
2375 expected to cover their own expenses. However, if travel funds remain in the budget, the chair or
2376 the dean may approve support for not more than half of the travel expenses.

2377

2378 Faculty members are encouraged to plan travel as far in advance as possible and to keep chairs
2379 and deans advised to these plans before budgets are prepared. For specific procedures, forms and
2380 guidelines, see the [Office of Financial Affairs](#).

2381

2382

2383 **6.4 Faculty Responsibilities**

2384

2385 Membership in the academic profession, in professional societies and associations of higher
2386 education, and in DePaul University entails special responsibilities. The more important of these
2387 responsibilities are summarized here as a code of professional ethics. They are subject to
2388 amendment from time to time through appropriate university action. Failure to comply with these
2389 responsibilities renders a faculty member liable to appropriate sanction within the procedural
2390 safeguards and provision for peer judgment.

2391

2392 **6.4.1. Members of the Academic Profession**

2393

2394 As a member of the academic profession, the faculty member has these obligations:

2395

- 2396 1. To seek truth; to improve scholarly competencies for this purpose; to engage in
2397 productive scholarship, research or other creative activities; and to uphold the scholarly
2398 standards of one's academic discipline.
- 2399 2. To practice intellectual honesty; to acknowledge academic debts to others; and to
2400 exercise impartiality in passing professional judgments on colleagues.
- 2401 3. To respect the rights of other persons to hold and express different intellectual positions;
2402 and to protect the rights, well-being, and privacy of persons involved in scientific
2403 inquiry.
- 2404 4. To be accurate in making public statements in one's own name and to be mindful that in
2405 making such statements the public may judge the faculty member's profession and
2406 institution from these statements.

2407

2408 **6.4.2. Members of DePaul University**

2409

2410 As members of DePaul University, the faculty member has these obligations:

2411

- 2412 1. To respect the religious character of the university and the religious beliefs of persons of
2413 the university.
- 2414 2. To adhere to non-discriminatory norms in interacting with other university personnel.
- 2415 3. To preserve confidentiality required in personnel and administrative deliberations when
2416 this confidentiality is explicitly required.
- 2417 4. To avoid unauthorized use of university resources or facilities for personal, commercial
2418 or political purposes.
- 2419 5. To assume a fair share of faculty responsibilities for university governance and to accept
2420 and fulfill committee appointments and other responsibilities associated with faculty
2421 status.
- 2422 6. To comply with duly approved regulations and procedures.
- 2423 7. To attend general university commencements and convocations.

2424

2425 **6.4.3. Teacher of Students**

2426

2427 As a teacher, a faculty member has these obligations:

2428

- 2429 1. To present to students subject matter compatible with course descriptions appearing in
2430 official university bulletins and catalogues; to avoid significant intrusion of material
2431 unrelated to the course; and to meet classes and hold examinations as scheduled.
- 2432 2. To evaluate students only on the basis of academic performance and to evaluate their
2433 work without undue or unexcused delay.
- 2434 3. To hold office hours, to be available to students enrolled in the faculty member's courses
2435 and to serve as a faculty advisor to other students according to the policies of the
2436 academic unit.

2437 4. To avoid any exploitation of students for personal advantage or any coercion of the
2438 judgment or conscience of students.

2439

2440 **6.4.4. Academic Administrators**

2441

2442 A member of the faculty who holds an administrative position has these obligations:

2443

- 2444 1. To establish adequate means of communication for matters that materially affect the
2445 members of the particular academic unit and to be reasonably available for the faculty
2446 and staff of the unit.
- 2447 2. To provide opportunity for joint planning and effort where appropriate and to set up and
2448 apply the structures necessary for joint action.
- 2449 3. To make personnel decisions impartially; to give responses as soon as circumstances
2450 allow; and to give reasons for refusing a request if asked to do so by the person refused
2451 unless the disclosure of the reason would breach confidentiality.
- 2452 4. To remain current with developments in higher education related to the sphere of the
2453 particular administrative position.

2454

2455 **6.5 Instructional Responsibilities**

2456

2457 There are times when it is important to convey messages to students through announcements
2458 made in class. Instructors' cooperation in making these announcements is appreciated.

2459 **6.5.1. Class Attendance**

2460

2461 Instructors are expected to take attendance during the first week of class and again after receipt of
2462 an "update" roster (approximately the fifth week of class). This will help academic officers to
2463 identify and correct errors before grade sheets are printed. Individual faculty have the prerogative
2464 to establish course attendance guidelines. These should be stated in the course syllabus.

2465

2466 **6.5.2. Class Cancellation**

2467

2468 It is imperative that instructors meet classes for each scheduled class. In the event that an
2469 instructor is unable to attend a class because of illness or unplanned absence, he/she must inform
2470 the departmental chair (or dean) at the first opportunity. The departmental chair will then make
2471 arrangements to ensure continued student learning during the instructor's absence.

2472

2473 **6.5.3. Inability to Meet a Class/Substitute Teaching**

2474

2475 A faculty member who is unable to meet a class is responsible for seeing that students are not
2476 thereby deprived of learning opportunities. This responsibility may be met by scheduling the
2477 necessary number of make-up classes at a time convenient to the students, requesting the
2478 assignment of a substitute instructor, or making other appropriate arrangements. In all instances
2479 of absence, the faculty member must inform the academic dean or departmental chair (where
2480 appropriate) of the facts regarding the absence, the reasons for it, and the measures taken to

2481 provide the students with the requisite learning experiences. Deans and departmental chairs may
2482 require the information to be in writing.

2483

2484 If a class is to be cancelled, the instructor shall inform the students beforehand, if at all possible.
2485 When the students have not been thus informed, the academic dean or departmental chair (where
2486 appropriate) will attempt to let the students know that the class has been cancelled, particularly
2487 an evening class attended predominantly by part-time students.

2488

2489

2490

2491 **6.5.4. Class Hours**

2492

2493 It is essential that students have a minimum of three hours of contact time per week with their
2494 instructor in each four quarter hour course. Faculty members are expected to conduct class for the
2495 full period and to begin and end at scheduled times.

2496

2497 **6.5.5. Requirements of a Syllabus for Every Course**

2498

2499 All faculty are required to prepare written course syllabi for each course they teach at DePaul. At
2500 a minimum, syllabi should contain the following information:

2501

- 2502 1. A rationale for the course stated in the context of the aims of the department and/or
2503 division;
- 2504 2. A statement on the types of instruction (i.e., lecture; lecture-discussion; lab; etc.);
- 2505 3. Specific materials required for the course (books, pamphlets, library materials, etc.);
- 2506 4. Proposed major and minor topics to be covered in the course;
- 2507 5. Specific required readings, and written and oral assignments (inclusion of tentative dates
2508 for such assignments is desirable);
- 2509 6. Specific descriptions of the criteria and methods (i.e., nature of quizzes and
2510 examinations) to be used by the instructor in evaluating students' academic performance;
- 2511 7. Statement on plagiarism; and,
- 2512 8. Instructor's office number and office hours for the term in which the course is being
2513 offered.

2514 Each faculty member must, during the first class session, give each student a copy of the syllabus
2515 as drawn up within the guidelines outlined above. A copy must be submitted to the college or
2516 school.

2517

2518 **6.5.6. Course Examinations**

2519

2520 In all courses at the midpoint of the quarter, students will be informed of their achievement to
2521 date; normally a final examination is required in all courses. To provide additional flexibility for
2522 faculty members, a formal mid-term or final examination is not required if the instructor has
2523 other ways of evaluating student achievement.

2524

2525 **6.5.7. Time for Submitting Final Grades**

2526

2527 As a matter of administrative policy, all final grades are to be submitted within five business days
2528 of the last examination in all academic units of the university, except for the College of Law,
2529 which follows a different calendar.

2530

2531 **6.6 Workload**

2532

2533 **6.6.1. Faculty Assignments**

2534

2535 Formal assignment comprises only part of the academic life of the faculty. As professionals,
2536 faculty members are expected to engage in many activities that are not official duties, particularly
2537 those that contribute to the good of the public and the University, their academic discipline, and
2538 their own professional development.

2539

2540 **6.6.2. Responsibility for Assignments**

2541

2542 The chair makes faculty assignments, subject to approval by the dean. In colleges without a
2543 departmental structure, the dean makes the assignments.

2544

2545 **6.6.3. Teaching**

2546

2547 **6.6.3.1 Full-time and Part-time Faculty**

2548

2549 The primary function of the University is instruction; hence, teaching constitutes the majority of
2550 faculty assignments. The normal teaching load is nine full courses per academic year, usually
2551 three per quarter, unless the established policy of a given academic unit to a particular faculty
2552 contract specifies the contrary. This load may be reduced if particular faculty courses place
2553 especially extensive demands on faculty time or if faculty members receive formal assignment in
2554 other functions. Only in exceptional instances is a faculty member asked to teach more than a
2555 normal load. In such instances, the faculty member receives additional compensation not less
2556 than the salary paid to a part-time faculty member for teaching a comparable course.

2557 A teaching assignment may include student advisement, which requires that faculty members
2558 keep a sufficient number of regularly scheduled office hours at times appropriate for the needs of
2559 the students and that they be of mutual convenience. A teaching assignment also entails services
2560 normally associated with faculty status and responsibilities. Supervision of independent study is
2561 entirely voluntary and is not calculated as part of the teaching load. There is no pay for
2562 independent study. However, supervision of independent study is counted toward faculty
2563 performance in yearly evaluations for salary adjustment or contract renewal and for evaluation
2564 for tenure or promotion.

2565

2566 Faculty assignments to off campus instruction generally are incorporated into the regular
2567 teaching load, warranting no additional compensation. Part-time faculty may be assigned to off
2568 campus instruction on the same basis as on campus assignments.

2569

2570 **6.6.3.2 Administrators**

2571

2572 Administrators may be given teaching assignments; however, they normally are not entitled to
2573 additional compensation for teaching. Administrators or staff personnel whose responsibilities do

2574 not include teaching, and who almost invariably do not have faculty status, may, in special
2575 instances, be assigned to teach a course. This teaching assignment is normally to be considered
2576 an integral part of the person's responsibilities for which there is no additional compensation.
2577 Should an administrator be asked to teach a course offered by another university, he or she would
2578 be under the same restrictions applicable to faculty teaching outside the University.
2579 Administrative personnel who have faculty status may be assigned a course during the summer
2580 session, but such an assignment is considered to replace some administrative functions during
2581 this period. The administrator is not to receive additional compensation.

2582

2583 **6.6.3.3 Graduate Assistants and Fellows**

2584

2585 Assignment of full responsibility of teaching a course is limited to persons who have full-time or
2586 part-time faculty appointments in the University. In exceptional cases a graduate assistant may be
2587 given such an assignment if the graduate assistant is in a doctoral program and has already
2588 successfully completed the Master's degree or its equivalent.

2589

2590 **6.6.3.4 Summer Session Assignments**

2591

2592 Faculty members with a 10 month contract may accept or decline courses offered to them during
2593 the summer.

2594

2595 **6.6.4 Activities Outside the University**

2596

2597 Faculty members are encouraged to pursue activities outside the University that contribute to
2598 DePaul's mission, including social, civic, and religious activities, service to one's professions
2599 and professional associations. However, because a full-time faculty appointment implies a full
2600 commitment to DePaul University, outside activities must conform to the following limits:

2601

2602 1. They must not interfere with the faculty member's commitment to the full academic life
2603 of the University, including teaching, research, student advisement, governance and
2604 related responsibilities.

2605

2606 2. During the regular academic year, the faculty member must give precedence to
2607 University responsibilities.

2607

2608 3. Two additional limits apply to outside activities for which the faculty member receives
2609 remuneration:

2609

2610 • they must be professional activities that contribute to the professional development
2611 of the faculty member or provide expertise to the community;

2612

2613 • over the course of a year, they must not exceed the equivalent of one day per work
2614 week.

2615

2616 4. The faculty member will supply whatever supporting services are required for outside
2617 activities. Only with the prior approval of the dean shall faculty member enlist the

2618 services of University personnel or employ University supplies and equipment for these
2619 activities.

2620

2621 5. Each January, faculty members must submit an annual report on their work related
2622 activities with a firm, agency, or institution if they (i) serve on a continuing basis as a
2623 consultant to in another capacity; (ii) are continuing members or officers, or (iii)
2624 normally work once a week, even if less than a full day. The report is to go to the dean,
2625 with a copy to the department chair in colleges organized into departments.

2626

2627 6. The faculty member is primarily responsible for determining whether outside activities
2628 are compatible with the responsibilities of a faculty member. Nevertheless, the dean must
2629 ultimately decide whether a faculty member's outside activities conform to the limits
2630 previously enumerated. Deans may place specific restrictions on outside activities in
2631 order to have them conform to policy.

2632

2633 7. Teaching at another institution while under contract at DePaul is permitted only in those
2634 specific instances for which the dean has given written approval.

2635

2636 8. Material violation of this policy is considered a violation of the faculty contract and
2637 could be cause for abrogation of contract and termination of tenure in accordance with
2638 the policies and procedures in the Section SEPARATION, section 4.4.

2639 **6.7 Unpaid Leaves of Absence**

2640

2641 Leaves of absence may be granted for advanced study and research, a temporary position
2642 elsewhere compatible with one held at DePaul, illness, or personal reasons. Leaves may be for a
2643 full academic year or for one or more terms. Only in exceptional cases will a leave be granted
2644 for more than one year.

2645 Leaves are generally granted without salary. University sponsored research leaves are available
2646 through the Quality of Instruction Council and the University Research Council. These two types
2647 of leaves have their own unique policies and procedures. Please see the Guidelines and
2648 Applications Forms for the Quality Of Instruction Council and University Research Council for
2649 further details. Salaries will be reduced by one-third for each quarter of leave granted; for faculty
2650 of the College of Law, salary will be reduced by one-half for each semester leave.

2651 Requests for leaves for a full year should be submitted in writing on or before January 15 of the
2652 preceding academic year. Requests for leaves for an academic term should be submitted in
2653 writing no later than the beginning of the term preceding the one for which leave is sought.

2654 The department chair, the college dean, and the Provost must approve a leave. They must
2655 consider the effect of the faculty member's absence on the department or college and the
2656 possibility of finding a qualified replacement on a temporary basis. In granting leaves, the
2657 University accords priority to projects that will contribute to the professional development of the
2658 faculty member and to those projects for which the faculty member has obtained funding from
2659 external sources. Normally, the University does not grant simultaneous leaves to more than one
2660 faculty member of an academic unit.

2661

2662 University policies and procedures on reappointment and termination apply to faculty on leave.
2663 The year during which a nontenured faculty member is on leave for one quarter or longer is not
2664 considered as a year of probationary appointment, unless the Provost explicitly provides
2665 otherwise in writing. However, leaves do not break the continuity of years of full-time faculty
2666 appointment to DePaul required as the probationary period before eligibility for tenure.

2667 Except for research leaves, special arrangements are made in each leave for the faculty member's
2668 insurance benefits. Specific information on this point is available in the Human Resources
2669 Office.

2670

2671 College or departmental specific leave program details, when available, can be accessed through
2672 college or departmental offices.

2673

2674

2675

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Salaries

3 Decisions regarding salary are made in accordance with University budget guidelines and usually
4 are made at a different time during the academic calendar year. Normally, salary decisions result
5 in a merit increase and when budgets permit, may include increases for such things as equity and
6 market adjustments. The salary recommendation is made by the college dean.

7

6.9

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

12

13

14

Academic Policies

15 In fulfillment of its governance role as defined in section .2.1 of the Faculty Handbook: Primary
16 Responsibilities of the Faculty, Faculty Council has its own proper guidelines to govern the
17 creation of academic policies, leading to approval of proposed policies and policy revisions by
18 the President.

6.10

19 After approval of policies and procedures within the realm of responsibility of Faculty Council
20 these documents should be integrated into the university's online policy and procedures manual.
21 While the President and the Board of Trustees have the authority to reverse the decision of the
22 faculty regarding their primary responsibilities, it is expected that they would do so only in
23 exceptional circumstances and would communicate the reasons to the faculty.

24

25

Establishing a New University Policy

26 Except with respect to the establishment of Academic Policies under Faculty Council authority,
27 the establishment, archiving, revision, approval, and publication of all university policies and
28 procedures is coordinated by the [Office of the Secretary](#).

29

30

y

31

32

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36 Academic policy and process details can be found on University Policies and Procedures web
37 site.

38

39