

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

## 1.1 Principles of Governance

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

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

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

Full-time faculty members who are not on special appointment are expected to participate in governance as a normal faculty obligation. Consequently, only for sufficiently serious reasons may they refuse appointments or active service on various committees or in their departments. Part-time faculty members and full-time faculty members on special appointment may be invited to participate in certain governance processes to the extent that their time and other responsibilities permit.

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

## 1.2 Governance Structure

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

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

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

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

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

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

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

### 40 41 ***1.2.2 Participatory Responsibilities***

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

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

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

- 15

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

- 20

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

- 25

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

- 27

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

- 36

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

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

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

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

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

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

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

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

33  
34 The secretary shall keep the minutes at the Council meetings, monitor the website, maintain the archival  
35 records of Council, and report findings or decisions of Council to the appropriate administrative bodies  
36 for action.

37  
38 The chair of the Committee on Committees shall organize the appointment of faculty (subject to  
39 Council's approval) to all faculty slots on university and Council committees. She or he shall maintain  
40 the records of current and previous faculty appointments, oversee the process of Council elections in the  
41 various colleges, and perform other organizational duties as designated by the president and the Faculty  
42 Council Executive Committee.

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

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

**1.3.3 Meetings of the Council**

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

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

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

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

**1.3.5 Conduct of Meetings**

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

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

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

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

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

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**1.3.6 Communication of Decisions**

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

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

**1.3.7 Responsibility to the Faculty**

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

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

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

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

**1.4 Committees of the Faculty Council**

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

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

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

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

5  
6 The standing rules and operating procedures for Faculty Council committees and subcommittees are  
7 further specified in Council's bylaws.

#### 8 9 ***1.4.1 General Duties of Committees***

10  
11 Committees shall recommend to the Faculty Council new policies and changes in policies in their areas of  
12 responsibility.

13  
14 They shall receive and consider proposals in their areas of responsibility from the Faculty Council, the  
15 administration, Student Government Association, staff, and other relevant sources. Committees shall  
16 present their recommendations to the Faculty Council. In their deliberations, committees and  
17 subcommittees shall seek advice, information, or materials from other members of the university  
18 community.

19  
20 They shall review annually sections of the Faculty Handbook pertaining to their areas of concern and  
21 make recommendations for revision.

22  
23 They shall meet frequently and maintain liaison with appropriate committees and groups established by  
24 the academic units, the Student Government Association, the Staff Council, and other university  
25 constituencies.

#### 26 27 ***1.4.2 Standing Committees of the Faculty Council***

28  
29 Currently the Faculty Council has fifteen (15) standing committees. Committee charges are detailed in  
30 Council's bylaws:

- 31
- 32 • Committee on Academic Policy (CAP)
  - 33 • Committee on Committees (COC)
  - 34 • Committee on Contingent Faculty (CCF)
  - 35 • Committee on Online Learning (COOL)
  - 36 • Committee on Curriculum and Programs (CCP)
  - 37 • Committee on Learning and Teaching (COLT)
  - 38 • Committee on Research Policy (CORP)
  - 39 • Committee on the Status of Faculty (SOF)
  - 40 • Committee on Equity, Inclusion, and Diversity (CEID)
  - 41 • DePaul Health Committee (DHC)
  - 42 • Faculty Committee on Appeals (FCA)
  - 43 • Faculty Council Budget Committee (FCBC)



- 1 • Faculty Council Executive Committee (FCEC)
- 2 • Faculty Council Handbook Committee (FCHC)
- 3 • Liberal Studies Council (LSC)
- 4 • Physical Environment Committee (PEC)
- 5 • Promotion and Tenure Policy Committee (PTPC)

6

7 ***1.4.3 University Committees with Faculty Representation***

8

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

12

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

17

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

19

- 20 • 403(b) Investment and Plan Administrative Committee
- 21 • Academic Advising Award Committee
- 22 • Academic Affairs Committee - Board of Trustees
- 23 • Academic Integrity Board
- 24 • Academic Integrity Student Consultants
- 25 • Academic Program Review Committee
- 26 • All University Judicial Board
- 27 • Campus Recreation Advisory Committee
- 28 • Campus Violence Prevention Committee
- 29 • Committee on Conflict of Interest in Sponsored Programs
- 30 • Comprehensive Internationalization Committee
- 31 • Continuing and Professional Education
- 32 • Faculty Grievance and Appeals Panel
- 33 • Fair Business Practices Committee
- 34 • Grade Challenge Review Board
- 35 • Institutional Biosafety Committee (IBC)
- 36 • Issues Review Board (for staff grievances)
- 37 • Library Review Board
- 38 • Public Service Council
- 39 • Quality of Instruction Council
- 40 • Strategic Resource Allocation Committee
- 41 • Student Activity Fee Board
- 42 • Student Welfare Taskforce

- 1 • Teaching Learning and Technology Committee
- 2 • Tuition Pricing Committee
- 3 • University Athletic Board
- 4 • University Benefits and Compensation Committee
- 5 • University Board on Faculty Promotion and Tenure
- 6 • University Institutional Animal Care and Use Committee
- 7 • University Institutional Review Board for the Protection of Human Subjects (IRB)
- 8 • University Research Council
- 9 • University-wide Honors Program Committee

10

### 11 **1.5 Amendment of the Faculty Handbook**

12

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

15

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

17

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