

Constitution of the Faculty Council John Carroll University

PREAMBLE

Principal Responsibilities of the Faculty in University Governance

All members of the John Carroll University Faculty on active or visiting status have voting rights and share in the rights and responsibilities of Faculty Governance. The Faculty shall have primary responsibility for recommendations on policy in such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, faculty development, and those aspects of student life which relate to the educational process. Responsibilities shall include, but not be limited to:

- A. Curricula, minimum requirements for degrees, new academic programs, academic calendar, grading, honors, and similar matters. (Note: Since the awarding of honorary degrees has traditionally been reserved to the Board of Directors, the Faculty will have no responsibility in this matter.)
- B. Policies on Faculty appointments, reappointments, promotions, compensation, the granting of tenure, and dismissal.
- C. Policies on use and improvement of learning resources (library, computing facilities, instructional technology, etc.).
- D. Standards of admission of students.
- E. Policies on innovations in the teaching process.
- F. Policies for promoting a healthy diversity of gender and ethnic background among the Faculty.

On the above matters, the power of review and final decision lodged in the President and/or the Board of Directors should be exercised adversely only in exceptional circumstances and for reasons communicated to the Faculty. Through its committee structure, the Faculty shall also exercise its responsibilities in the following area:

- G. Sharing in university budget decisions, especially those which affect academic policies.

CONSTITUTION

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| I. Title | Faculty Council |
| II. Responsible to | The Faculty |
| III. Basic Objective | To carry out such procedural functions as shall be necessary for the efficient operation of the Faculty in all matters where the Faculty shall be called upon to express its opinion or render a decision; and to function as an advisory vehicle for effective interchange of ideas, questions, problems, and/or general information between the Faculty and the President through the exercise of the duties listed below. |
| IV. Composition | Five members of the Faculty from each of five divisions elected by the Faculty in each division for staggered terms of three years with terms beginning at the spring commencement. |
| V. Duties and Responsibilities | |
| A. | to meet in May as a newly-elected Faculty Council to elect a chair, vice-chair, and secretary from among its own members for the next Academic Year; officers will assume their duties at Spring Commencement |
| B. | to meet at least once in each full month of the academic year and approximately two weeks before regularly scheduled Faculty Meetings, or more often as urgent business dictates |
| C. | to create standing committees of the Faculty Council necessary to facilitate the exercise of the Faculty's principal responsibilities in university governance, and to appoint chairs of these committees from among the membership of the Faculty Council |
| D. | to create ad hoc committees as are deemed necessary. The composition of such committees should be representative consistent with the purpose of the committee |
| E. | to determine, in consultation with the administration and relevant Faculty, the election and/or appointment of Faculty representatives to university committees |
| F. | to generate and receive proposals from members of the university community and refer them to appropriate committees |

- G. to handle procedural issues concerning Faculty Council business such as committee reports, returning proposals to committees or forwarding proposals for discussion and action at Faculty Meetings
- H. to report recommendations of the Faculty to the President
- I. to communicate to the Faculty decisions of the President and/or the Board of Directors on Faculty recommendations
- J. to request information or interpretation of policy in order to promote better Faculty understanding, and to present questions for clarification
- K. to approve agenda for and to plan and conduct Faculty Meetings as prescribed in Section VII below
- L. to conduct all elections and other votes (e.g., amendment of the Faculty Handbook) involving the Faculty and to certify the results thereof
- M. to carry out the selection by lot of members of each Faculty Grievance Committee and Faculty Board of Review as prescribed in the descriptions of those committees
- N. to distribute minutes of its meetings to all members of the Faculty
- O. to submit an annual report to the Faculty
- P. to publish at least annually an official list of Faculty and identify the members having the right to vote
- Q. to select each year a Parliamentarian from the Faculty
- R. to perform such other duties as may be assigned to it from time to time or permanently by the Faculty
- S. If substantial changes in faculty numbers occur, the Faculty Council will restructure the divisions from which faculty are elected, to be effective in the next academic year. The goals of any such restructuring will be to have approximately equal numbers of faculty in each division and to have departments from areas traditionally regarded as close in the same division, to the extent possible.

VI. Officer Responsibilities

- A. The Chair will:
 1. Prepare agendas for Faculty Council meetings.
 2. Preside over meetings of the Faculty Council and over Faculty Meetings.
 3. Serve as the Faculty representative to the Board of Directors.

4. Schedule Faculty Council meetings and Faculty Meetings.
 5. Oversee the Faculty Governance budget.
- B. The Vice-Chair will:
1. Assume the responsibilities of the Chair when the Chair is unavailable.
- C. The Secretary will:
1. Take minutes at meetings of the Faculty Council and at Faculty Meetings.
 2. Distribute minutes of these meetings to the Faculty in a timely manner.
- D. The Parliamentarian will:
1. Advise the Chair and, as requested, other members of the Faculty on procedural issues related to meetings of the Faculty Council and of the Faculty. The Chair (or presiding officer of a Faculty meeting) may appoint any member of the faculty to serve as parliamentarian for any particular meeting of the Faculty.

VII. Meetings of the Faculty Council

- A. The Faculty Council will meet at least once each September, October, November, February, March and April, approximately two weeks before regularly scheduled Faculty Meetings. During each regularly scheduled meeting, the Faculty Council will approve an agenda for the upcoming Faculty Meeting. The Faculty Council may call additional meetings as necessary.
- B. A quorum for a Faculty Council meeting will be two-thirds of its members.
- C. Meetings of the Faculty Council will be open to all Faculty members.
- D. Meetings of the Faculty Council will be held in rooms large enough to accommodate all faculty members who wish to attend.
- E. A portion of each Faculty Council meeting will be set aside for any faculty member to present and discuss issues.
- F. The Faculty Council has the power to vote on any procedural issues affecting the Faculty. Substantive issues will be addressed at

Faculty Meetings, when the Faculty Council votes to advance such issues to the Faculty Meeting agenda. Decisions as to whether a motion is procedural or substantive will be decided by a vote of the Faculty Council.

VIII. Voting rights

- A. All elected members of the Faculty Council, except the Chair, have voting rights at all Faculty Council meetings.
- B. The Chair will vote only to break ties. (This ensures that the Chair serves a primarily executive role by running meetings and representing the will of the Faculty.)
- C. Each member of the Faculty Council will have one vote at Faculty Council meetings. Proxy voting is not allowed.
- D. The Parliamentarian has voting rights at Faculty Council meetings only if he or she is an elected member of the Faculty Council.

IX. Faculty Meetings

- A. Ordinarily meetings will be held in each full month of the Academic Year. A minimum of one meeting per semester during the academic year shall be held.
- B. The Chair of the Faculty Council may call a special meeting at any time and must call a special meeting upon written request from any ten members of the Faculty or at the request of the President.
- C. Substantive issues are normally considered at a Faculty Meeting after study by one of the Standing Committees or ad hoc committees of the Faculty Council. Proposals to be considered by the Faculty should be sent to the Faculty Council, through the Chair of the Faculty Council, so that they may be studied by the appropriate committee of the Council prior to consideration at a Faculty Meeting. Any member of the Faculty may put forth a proposal in this way. There may also, from time to time, be the need for the Faculty to consider substantive issues without first having a committee conduct hearings and present a report. Such issues may be placed on the agenda for a Faculty Meeting by the Faculty Council, or may even be raised at a Faculty Meeting, should the occasion warrant immediate action.
- D. A quorum for passing procedural motions, amendments to proposals, and decisions on whether to advance substantive issues to a written vote of the full faculty consists of 20% of the Faculty who are eligible to vote.

- E. Procedural questions, amendments to proposals, and decisions on whether to advance substantive issues to a written vote of the full Faculty may be decided by a majority vote of those present and voting, if a quorum is present.
- F. If a quorum is not present and if a quorum of the Faculty Council is present, then procedural questions, amendments to proposals, and decisions on whether to advance substantive issues to a written vote of the full Faculty may be decided by a majority vote of the members of the Faculty Council present.
- G. Substantive questions shall be decided only by a majority vote of those voting on a written ballot made available to all Faculty members who have the right to vote.
- H. The Chairperson of each Faculty Meeting shall be the highest ranking member of the Faculty Council present at the Faculty Meeting.
- I. Proposals for agenda should be forwarded to the Chair of the Faculty Council as far in advance of the meeting as possible.
- J. All members of the Faculty are members with full rights and votes, except as noted in Part I, Section II of the *Faculty Handbook*.

X. Standing Committees of the Faculty Council

The Faculty Council has the authority to create standing committees of the Faculty Council that are deemed necessary to facilitate the exercise of the Faculty's responsibilities in university governance. Because the standing committees may be changed by the Faculty Council, they are listed in an appendix rather than in the constitution itself.

XI. By-Laws of the Faculty Council

- A. Faculty Meetings and Faculty Council meetings will be conducted under Robert's *Rules of Order* (latest edition)
- B. Each division of the faculty will be represented on the Faculty Council by 5 faculty members. No more than three representatives may come from the same department.
- C. Faculty members may serve no more than two consecutive terms on the Faculty Council.
- D. Faculty members may serve on no more than two Committees of the Faculty Council, including the Faculty Council itself.
- E. Members of the university community who are not members of the Faculty may attend meetings of the Faculty or Faculty Council as

observers without the right of voting. With the consent of the members present, the Chair may accord observers the privilege of speaking.

- F. Committees of the Faculty Council shall normally hold open hearings on proposals before presenting final reports and recommendations.
- G. The full procedure for preparation of reports to the Faculty comprises the following steps, not all of which need be followed in every instance:
 - 1. Announcement of the subject under consideration by the committee
 - 2. Preliminary hearings to ascertain campus sentiment
 - 3. Formulation of a specific proposal by the committee and communication of this proposal to the Faculty, administrators and students
 - 4. Further hearings by the committee on the proposal itself
 - 5. Preparation of a final report for presentation to the Faculty
- H. Reports on issues requiring Faculty action will follow the format prescribed by the Faculty Council. Such format will include at least:
 - 1. A concise statement of the problem
 - 2. Recommendations, preferably in the form of a motion
 - 3. Alternatives considered
 - 4. Results expected
 - 5. Communications provisions
 - 6. Details necessary to support the recommendations
- I. Amendment of the Constitution or By-Laws will be handled as a substantive issue in a Faculty Meeting. Therefore, amendment requires approval by a majority of Faculty members voting on the issue.

APPENDIX A

Divisional Structure of the Faculty

The divisional structure of the Faculty is not part of the Constitution of the Faculty Council, and may be modified by the Faculty Council, if it is deemed necessary for maintaining appropriately broad Faculty representation on committees.

Division I:

- Accountancy
- Economics and Finance
- Management, Marketing and Logistics

Division II:

- Biology
- Chemistry
- Mathematics and Computer Science
- Physics
- Faculty without departmental affiliation

Division III:

- History
- Political Science
- Psychology
- Sociology
- Library

Division IV:

- Art History and Humanities
- Classical and Modern Languages and Cultures
- Communication and Theater Arts
- English

Division V:

- Education and Allied Studies
- Military Science
- Philosophy
- Religious Studies

APPENDIX B

Standing Committees of the Faculty Council

A. Committee on Academic Policies

1. Composition:
 - a. Five divisional representatives
 - b. One at-large member
 - c. Committee chair from the Faculty Council

2. Duties:
 - a. Conduct continuing review of curricula, both core and departmental.
 - b. Review and recommend policy on requirements for degrees, standards of admission, grading, examinations, library, computing facilities, and use and improvement of instructional technology.
 - c. Evaluate all proposed new degree programs.
 - d. Investigate other appropriate matters referred to it by the Faculty Council.
 - e. Report its findings and recommendations to the Faculty Council for action by the Faculty.
 - f. Submit an annual report of its activities to the Faculty.

B. Committee on Policies for Rank, Tenure and Salary

1. Composition:
 - a. Five divisional representatives
 - b. One at-large member
 - c. One member of the Committee on Gender and Diversity, as a non-voting member, to establish liaison between the committees
 - d. Committee chair from the Faculty Council

2. Duties:
 - a. Review and recommend policy on appointments, promotions, tenure and salary.
 - b. Review and recommend policy on availability and distribution of faculty positions.

- c. Investigate other appropriate matters referred to it by the Faculty Council.
- d. Report its findings and recommendations to the Faculty Council for action by the Faculty.
- e. Submit an annual report of its activities to the Faculty.

C. Committee on Policies for Research, Service and Faculty Development

- 1. Composition:
 - a. Five divisional representatives
 - b. One at-large member
 - c. Committee chair from the Faculty Council
- 2. Duties:
 - a. Review and recommend university-wide policies for research, service and faculty development.
 - b. Recommend to the Faculty Council which members of the Committee on Policies for Research, Service and Faculty Development should be appointed to the University Committee on Research and Service. (Note: Fifty percent of the University Committee on Research and Service will consist of elected members of the Faculty Committee on Research, Service and Faculty Development and the one elected Faculty representative on the University Committee. In recommending members to serve on the University Committee, the Faculty Council committee should strive for balance in terms of university-wide representation.)
 - c. Review and recommend means for professional development of the Faculty.
 - d. Investigate other appropriate matters referred to it by the Faculty Council.
 - e. Report its findings and recommendations to the Faculty Council for action by the Faculty.
 - f. Submit an annual report of its activities to the Faculty.

D. Committee on Elections

- 1. Composition:
 - a. Five divisional representatives
 - b. One at-large member
 - c. Committee chair from the Faculty Council

2. Duties:
 - Review and recommend policies for university elections and referenda.
 - a. Prepare a slate of nominations for positions on Faculty committees and faculty positions on university committees to be elected by the Faculty.
 - b. Conduct Faculty elections and referenda.
 - c. Maintain an archive of membership of all Faculty committees.
 - d. Investigate other appropriate matters referred to it by the Faculty Council.
 - e. Report its findings and recommendations to the Faculty Council for action by the Faculty.
 - f. Submit an annual report of its activities to the Faculty.

E. Committee on Finance

1. Composition:
 - a. Five divisional representatives
 - b. One at-large member
 - c. Committee chair from the Faculty Council
2. Duties:
 - a. Review and recommend policies for Faculty fringe benefits.
 - b. Investigate other appropriate matters involving university finances referred to it by the Faculty Council.
 - c. Report its findings and recommendations to the Faculty Council for action by the Faculty.
 - d. Submit an annual report of its activities to the Faculty.

F. Committee on Gender and Diversity

1. Composition
 - a. Four members elected at-large
 - b. One member from among those nominated by the organization(s) representing faculty of color and elected by the Faculty as a whole
 - c. One member from among those nominated by the organization(s) representing women faculty and elected by the Faculty as a whole
 - d. Committee chair from the Faculty Council

2. Duties
 - a. Review and recommend policies for promoting and supporting equity and diversity among the Faculty.
 - b. Serve as liaison between the Faculty and administration on issues of equity and diversity among the Faculty.
 - c. Recommend to the Faculty Council which members of the Committee on Gender and Diversity should be appointed to serve on university committees dealing with issues of gender and diversity.
 - d. Provide an informal venue for Faculty to voice concerns regarding equity and diversity. When appropriate, the Committee will forward these issues to the Faculty Council for formal action.
 - e. Investigate other appropriate matters referred to it by the Faculty Council.
 - f. Report its findings and recommendations to the Faculty Council for action by the Faculty.
 - g. Submit an annual report of its activities to the Faculty.