

# Constitution of the Faculty Forum

I. Title: Faculty Forum

II. Responsible to: The Faculty

III. Basic objectives:

To make recommendations to the President on academic policy, and to share in university decisions which shape academic policies.

IV. Principal responsibilities:

The Faculty Forum shall have primary responsibility for recommendations on policy in such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, 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 Trustees, the Faculty Forum will have no responsibility in this matter.)
- B. Standards of admission of students.
- C. Use and improvement of learning resources (library, computing facilities, instructional media, etc).
- D. Faculty appointments, reappointments, compensation, promotions, the granting of tenure, and dismissal.
- E. Experimental innovations in the educational process.

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

- F. Sharing in university budget decisions which affect academic policies.

## V. Organizational structure:

### A. Composition

All members of the John Carroll University Faculty having voting rights.

### B. Officers

1. Chairperson: The Chairperson of the Faculty Forum is responsible for calling meetings, preparing and circulating agenda for meetings, presiding at meetings, conveying actions to the appropriate parties, distributing minutes, and appointing a parliamentarian. The Chairperson also chairs the Executive Committee.
2. Vice Chairperson: The Vice Chairperson fulfills the above functions in the absence of the Chairperson, and may succeed the Chairperson in the event of inability to complete an unexpired term. The Vice Chairperson also serves as an ex-officio member of the Committee on Nominations.
3. Secretary: The Secretary is responsible for keeping minutes of the meetings and such other records of the Forum as are necessary to document its actions.

### C. Executive Committee

#### 1. Composition

- a. Officers of the Faculty Forum
- b. Five divisional representatives
- c. Chairpersons of:

Committee on Academic Policies

Committee on Policies for Rank, Tenure and Salary

Committee on Research, Service and Faculty Development

Finance Committee

- d. Two at-large members
- e. Academic Vice President of the University

#### 2. Duties

- a. Prepare agenda for meetings of the Faculty Forum.
- b. Generate and receive proposals from members of the university community and refer them to the appropriate committees.
- c. Maintain a log of the status of each matter under consideration by the Faculty Forum and each of its committees.

## D. Standing Committees

### 1. Committee on Academic Policies

#### a. Composition

- i. Five divisional representatives
- ii. Three at-large members
- iii. Academic Vice President of the University

#### b. Duties

- i. Conduct continuing review of curricula, both core and departmental.
- ii. Review and recommend policy on requirements for degrees, standards of admission, grading, examinations, library, and use and improvement of instructional media.
- iii. Evaluate all proposed new academic programs.
- iv. Investigate other appropriate matters referred to it by the Executive Committee.
- v. Report its findings and recommendations to the Faculty Forum for action by the Forum.
- vi. Submit an annual report of its activities to the Faculty Forum.

### 2. Committee on Policies for Rank, Tenure and Salary

#### a. Composition

- i. Five divisional representatives
- ii. Two at-large members

#### b. Duties

- i. Review and recommend policy on appointments, promotions, tenure and salary.
- ii. Review and recommend policy on availability and distribution of faculty positions.
- iii. Investigate other appropriate matters referred to it by the Executive Committee.
- iv. Report its findings and recommendations to the Faculty Forum for action by the Forum.
- v. Submit an annual report of its activities to the Faculty Forum.

### 3. Committee on Research, Service and Faculty Development

#### a. Composition

- i. Five divisional representatives
- ii. Three at-large members
- iii. Dean of the Graduate School

#### b. Duties

- i. Review and recommend university-wide policies for research, service and faculty development.
- ii. Designate which elected members of the committee should be appointed to serve on 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 Forum Committee on Research, Service and Faculty Development and the one elected Faculty representative on the University Committee. In designating members to serve on the University Committee, the Forum Committee should strive for balance in terms of university-wide representation.)
- iii. Review and recommend means for professional development of the Faculty.
- iv. Report its findings and recommendations to the Faculty Forum for action by the Forum.
- v. Submit an annual report of its activities to the Faculty Forum.

### 4. Committee on Nominations

#### a. Composition

- i. Vice Chairperson of the Faculty Forum, ex officio
- ii. Five divisional representatives
- iii. One at-large member

#### b. Duties

Prepare for the Faculty Service Committee a slate of nominations for the positions to be elected by the Faculty Forum each year.

### 5. Finance Committee

#### a. Composition

- i. Two representatives of the College of Arts and Sciences, elected by their constituents
- ii. One representative of the School of Business, elected by his/her constituents
- iii. One at-large member
- iv. Vice President for Business

#### b. Duties

- i. Review and recommend policies on fringe benefits.
- ii. Report its findings and recommendations to the Faculty Forum for action by the Forum.

## VI. Procedures

### A. Election of Standing Committees and Officers

1. Officers of the Faculty Forum are to be elected for terms of three years from the membership of the Forum. Candidates should be members of the Faculty with at least three years experience at the University.
2. Divisional representatives on standing committees are to be elected for overlapping three-year terms. (The divisional structure of the Forum will be determined by the Executive Committee.)
3. At-large members of the standing committees are to be elected for overlapping three-year terms.
4. All elected committee members must be Faculty members eligible to represent the Faculty on internal university committees.
5. With the exception of the representatives of the College of Arts and Sciences and the School of Business on the Finance Committee, all officers and committee members will be elected at large.
6. Elections of officers and committee members will be by written ballot to be distributed to the members of the Forum within one week after nominations have been solicited from the floor of the Forum.

### B. Election of Committee Chairpersons

With the exception of the Executive Committee, which is chaired by the Chairperson of the Forum, each committee will elect its own chairperson from among its elected membership.

## VII. Liaison

- A. In order to foster communication and cooperation among the committees of the University and to insure that the Faculty have adequate knowledge of the activities of its committees, each committee of the University will be invited to appoint one of its members as a liaison person to the appropriate standing committee of the Faculty Forum.
- B. A liaison person to a standing committee will be apprised of each meeting of the standing committee, will have the opportunity to attend and speak at each meeting, but will have no vote.
- C. At the end of each academic year, each committee will be asked to submit a brief summary of its activities during that year to the standing committee of the Faculty Forum which is to coordinate with it. This report will be appended to the standing committee's annual report to the Faculty Forum.
- D. The Executive Committee will determine which is the appropriate standing committee for each committee of the University.

## By-Laws of the Faculty Forum

1. The Faculty Forum shall conduct its business under Robert's *Rules of Order* (Latest Edition).
2. Three meetings of the Faculty Forum will be scheduled each semester, but the Executive Committee will have the option to cancel one of these meetings in the absence of sufficient agenda items. When there is no formal report to be acted upon, a Faculty Forum standing committee will use the meeting time as a faculty hearing on a topic which it is studying.
3. The Chairperson will call a special meeting upon the written request of any ten members of the Faculty Forum.
4. Meetings in general will terminate after ninety minutes. When the agenda of a Forum meeting is not completed within this time, the meeting will automatically be terminated by the Chairperson, with the announcement of the time of continuance of the meeting. The Forum will convene to continue its discussion within the next week and will continue in ninety-minute sessions until the problems at hand are resolved.
5. Each member of the Forum will have one vote. Proxy voting is not permitted.
6. A quorum shall consist of twenty percent of the members of the Faculty Forum.
7. Procedural motions may be passed by a majority of those present and voting if a quorum is present.
8. Substantive motions receiving the support of a majority of the voting members if a quorum is present will be forwarded for final decision by a written ballot of the entire Forum. (Note: Amendments to the Faculty Handbook will follow the procedure prescribed by the Handbook.)
9. At any time within ten days after minutes have been distributed reporting a substantive motion passed on the floor of the Forum, a written referendum of the issue will be taken, upon the written request of twenty percent of the membership of the Forum. Such request should be made to the Executive Committee.
10. Members of the university community who are not members of the Faculty Forum may attend meetings as observers without the right of voting. With the consent of the Forum, the Chairperson may accord observers the privilege of speaking.
11. Roll call votes are taken alphabetically according to the last name of the faculty member.
12. Any member of the University shall have the right to present matters to the Executive Committee.
13. Within the guidelines set forth in VI A and in accordance with the Faculty Handbook, the procedures for election of the members of the Faculty Forum standing committees and of the officers of the Forum are the competence of the Committee on Nominations. In accordance with the procedures prescribed by the Committee on Nominations, the Faculty Service Committee will conduct the elections.
14. No faculty member shall serve on more than two Standing Committees of the Forum.
15. The Forum and the Executive Committee each shall have the power to appoint such *ad hoc* committees as are deemed necessary. The composition of such *ad hoc* committees should be representative consistent with the purpose of the committee.

16. Chairs of standing committees are empowered to appoint such subcommittees as are deemed necessary.
17. Everything possible will be done to distribute minutes of the Faculty Forum meetings within one week to all Forum members, to all university offices, to the members of the Student Union Senate, to the *Carroll News*, and to radio station WUJC.
18. Chairs of committees of the Forum are to promulgate the affairs of their committees as expeditiously as possible, utilizing the available media of the University as appropriate.
19. Chairs of the committees of the Forum shall normally hold open hearings before presenting a final report and recommendations to the Forum.
20. The full procedure for preparation of reports to the Faculty Forum comprises the following steps, all of which need not be followed in every instance:
  - a. Announcement by the committee of the subject under consideration
  - b. Preliminary hearings to ascertain campus sentiment
  - c. Formulation of a specific proposal by the committee and communication of this proposal to the Faculty, administrators and students
  - d. Further hearings by the committee on the proposal itself
  - e. Preparation of a final report for presentation to the Forum
21. Reports of standing and *ad hoc* committees will follow the format prescribed by the Executive Committee. Such format will include at least:
  - a. A concise statement of the problem
  - b. Recommendations, preferably in the form of a motion
  - c. Alternatives considered
  - d. Results expected
  - e. Communications provisions
  - f. Details necessary to support the recommendations
22. Amendment of the Constitution or By-Laws of the Faculty Forum will be handled as a substantive issue in the Faculty Forum.

# Divisional Structure of the Faculty Forum

This divisional structure is the one in effect as of September, 2005. It is not part of the Constitution or By-Laws of the Faculty Forum. The exact divisional structure of the Forum may be modified by the Executive Committee, if it is deemed necessary.

## 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