

**Proposal on Policies and Procedures for Faculty Governance**  
**April 24, 2006**

The Faculty Forum Executive Committee proposes that the following Policies and Procedures for Faculty Governance be adopted by the Faculty Forum. If this proposal passes, the Faculty Handbook Committee will prepare a series of amendments to the John Carroll University Faculty Handbook that will incorporate the new Faculty Governance structure into the handbook. The proposed amendments will be voted on by the Faculty in the Fall of 2006. If the amendments pass, the Faculty Forum will cease to exist upon election of members of the new Faculty Council.

**Summary of the proposed Policies and Procedures:** The new structure for Faculty Governance is designed to remedy problems of the existing Faculty Forum, while still safeguarding the rights of all faculty members to participate in meetings and to vote on issues of academic policy. A new committee will be created, the Faculty Council, that will take over the duties currently performed by the Faculty Forum Executive Committee. Further, the Faculty Council will have the power to vote on any procedural issues involving the Faculty, thus avoiding any possible delays caused by the lack of a quorum at a Meeting of the Faculty. The Faculty Council will be comprised of 25 faculty members elected from 5 divisions, and will have its meetings open to all faculty members. The Faculty Council will choose its officers from among its members each year (at a special meeting convened for that purpose before the Spring commencement), and will choose from among its members the chairpersons of the standing committees of Faculty Governance. Meetings of the full Faculty will be held at least once each semester, chaired by the Chair of the Faculty Council, with more meetings scheduled by the Faculty Council as business warrants.

**Policies and Procedures for Faculty Governance**  
**John Carroll University**  
**March 10, 2006**

- I. Basic objectives of Faculty Governance: To make recommendations to the President on academic policy and to share in university decisions which shape academic policies.
- II. All members of the John Carroll University Faculty having voting rights share in the rights and responsibilities of Faculty Governance.
- III. Principal responsibilities of the Faculty in university 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. Faculty appointments, reappointments, promotions, compensation, the granting of tenure, and dismissal.
- C. Use and improvement of learning resources (library, computing facilities, instructional technology, etc.)
- D. Standards of admission of students.
- E. Innovations in the teaching process.

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:

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

#### IV. Faculty Council:

##### A. Responsibilities:

1. Report recommendations of the Faculty to the President.
2. Communicate to the Faculty decisions of the President and/or Board of Directors on Faculty recommendations.
3. Prepare agendas for meetings of the Faculty.
4. Generate and receive proposals from members of the university community and refer them to appropriate committees.
5. Select from among members of the Faculty Council chairpersons for standing committees of the Faculty.

6. Determine, in consultation with the administration and relevant faculty, appointments of representatives of the Faculty to university committees.
7. Maintain a log of the status of each matter under consideration by the Faculty Council and each of its committees.
8. Report once yearly on its activities to the Faculty.
9. 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, as much as is possible.
10. 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.
11. Carry out the selection by lot of members of committees whose membership is to be drawn randomly from a pool of pre-selected faculty, such as Faculty Grievance Committees and the Faculty Board of Review.

B. Composition:

1. Five members of the Faculty from each of 5 divisions. Representatives of each division will be elected only by the faculty from that division.
2. The members of the Faculty Council shall number 25.
3. Faculty members will normally be elected to the Faculty Council for staggered terms of three years, with terms beginning at the Spring commencement.
4. One position from each division will be reserved for faculty members who are untenured at the time of their election.

C. Officers:

1. The newly-elected Faculty Council will hold a meeting in May of each academic year for the purpose of selecting officers for

the upcoming academic year. The officers will assume their duties at the Spring commencement.

2. The Chair, Vice-Chair and Secretary of the Faculty Council will be chosen by the Faculty Council from those faculty members who have been elected to the Faculty Council for the upcoming academic year.

D. Each year, a Parliamentarian will be selected by the Faculty Council from the entire Faculty.

E. Officer responsibilities:

1. The Chair will:

- a. Prepare agendas for Faculty Council meetings.
- b. Preside over meetings of the Faculty Council and over meetings of the Faculty.
- c. Serve as the Faculty representative to the Board of Directors.
- d. Schedule meetings of the Faculty Council and of the Faculty.
- e. Oversee the Faculty Governance budget.

2. The Vice-Chair will:

- a. Assume the responsibilities of the Chair when the Chair is unavailable.

3. The Secretary will:

- a. Take minutes at meetings of the Faculty Council and meetings of the Faculty.
- b. Distribute minutes of these meetings to the Faculty in a timely manner.

F. Parliamentarian responsibilities:

- a. Advise the Chair on procedural issues at meetings of the Faculty Council and at meetings of the Faculty, and as asked by the Chair at other times.

G. Voting rights:

1. All elected members of the Faculty Council, except the Chair, have voting rights at all Faculty Council meetings.
2. 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.)
3. Each member of the Faculty Council will have one vote at Faculty Council meetings. Proxy voting is not allowed.
4. The Parliamentarian has voting rights at Faculty Council meetings only if he or she is an elected member of the Faculty Council.

H. Meetings of the Faculty Council:

1. The Faculty Council will meet at least once each September, October, November, February, March and April, approximately two weeks before regularly scheduled meetings of the Faculty. 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.
2. A quorum for a Faculty Council meeting will be two-thirds of its members.
3. Meetings of the Faculty Council will be open to all faculty members.
4. Meetings of the Faculty Council will be held in rooms large enough to accommodate all faculty members who wish to attend.
5. A portion of each Faculty Council meeting will be set aside for any faculty member to present and discuss issues.
6. The Faculty Council has the power to vote on any procedural issues affecting the Faculty. Substantive issues will be addressed at meetings of the Faculty, 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.

V. Meetings of the Faculty:

- A. The Faculty will meet at least once each semester, with additional meetings scheduled by the Faculty Council as business warrants.
- B. The Faculty Council Chair may call a special meeting of the Faculty in response to a request of the Faculty Council or upon the written request of any ten faculty members.
- C. The Faculty Council Chair will preside over the meetings of the Faculty.
- D. Meetings in general will terminate after ninety minutes. If the agenda of a Faculty meeting is not completed within this time, the meeting will automatically be terminated by the Chair, with the announcement of the time of continuance of the meeting.
- E. Each member of the Faculty will have one vote. Proxy voting is not permitted.
- F. A quorum will consist of twenty percent of the members of the Faculty.
- G. If a quorum of the Faculty is present, the Faculty may vote on procedural issues, amendments to proposals and whether to advance substantive issues to a written vote of the full Faculty.
- H. If a quorum of the Faculty is not present, the meeting will revert to a meeting of the Faculty Council. If a quorum of the Faculty Council is present, the Faculty Council has the power to vote on procedural issues, amendments to proposals and whether to advance substantive issues to a written vote of the full Faculty.
- I. Substantive issues and proposals will be decided by a written vote of the entire faculty.

VI. Standing Committees of Faculty Governance.

Note: Chairpersons for the standing Faculty Governance committees will be elected from the Faculty Council from among its members.

A. Committee on Academic Policies

1. Composition:

- a. Five divisional representatives
- b. One at-large member
- c. Chairperson 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. Chairperson 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. Chairperson from the Faculty Council

2. Duties:

- a. Review and recommend university-wide policies for research, service and faculty development.
- b. Designate which members of the committee 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 designating members to serve on the University Committee, the Faculty 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. Chairperson from the Faculty Council

##### 2. Duties:

- a. Review and recommend policies for university elections and referenda.
- b. Prepare a slate of nominations for positions on Faculty committees and faculty positions on university committees to be elected by the Faculty.
- c. Conduct Faculty elections and referenda.
- d. Maintain an archive of membership of all Faculty committees.
- 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.

#### E. Committee on Finance

##### 1. Composition:

- a. Five divisional representatives
- b. One at-large member
- c. Chairperson 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.



## **By-Laws of Faculty Governance**

1. Meetings of the Faculty and of the Faculty Council will be conducted under Robert's *Rules of Order* (latest edition).
2. 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.
3. Faculty members may serve no more than two consecutive terms on the Faculty Council.
4. Faculty members may serve on no more than two Committees of Faculty Governance, including the Faculty Council.
5. 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 Faculty, the Chair may accord observers the privilege of speaking.
6. Committees of Faculty Governance shall normally hold open hearings on proposals before presenting a final report and recommendations.
7. The full procedure for preparation of reports to the Faculty comprises the following steps, not all of which need be followed in every instance:
  - a. Announcement of the subject under consideration by the committee
  - 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 Faculty
8. Amendment of the Policies and Procedures or By-Laws for Faculty Governance will be handled as a substantive issue in meetings of the Faculty or Faculty Council.

## **Faculty Divisional Structure**

This divisional structure is not part of the Policies and Procedures or By-Laws of Faculty Governance. The exact divisional structure of the Faculty may be modified by the Faculty Council, 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