Faculty Handbook

University of Dallas

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Chapter One
THE MISSION OF THE UNIVERSITY

1.6 The specific mission of the Constantin College is to provide undergraduate education through baccalaureate degree programs which include a substantial and coherent core curriculum common to all undergraduates and major studies in the humanities and sciences proper to liberal learning. The core curriculum emphasizes the study of the great deeds and works of Western civilization, both ancient and modern. The majors are built upon the core and invite students to disciplined inquiry into fundamental aspects of being and of our relation to God, to nature and to fellow human beings. The curriculum as a whole seeks to enable students to achieve the knowledge of nature and the understanding of the human condition necessary for them to comprehend the fundamental character of the world in which they are called to live and work.

1.7 The College also offers programs through which students may take a responsible part in the rich and varied life of the campus and the surrounding community. The undergraduate programs as a whole provide a basis for students to achieve a meaningful and fulf
whether through immediate career entry or through further education in graduate and professional schools.

The Specific Mission of the Satish & Yasmin Gupta College of Business

1.8 The Satish & Yasmin Gupta College of Business prepares its students to become principled and moral leaders who are ethical and effective decision-makers. At the undergraduate level, in accordance with the pursuit of liberal education, the Gupta School of Business builds a foundation for the students' life-long development of moral, intellectual, and professional

principles essential to accomplishing their professional objectives. At the doctoral level, it equips experienced professionals with analytical and applied research skills to solve problems facing organizations and lead change ethically.

The Specific Mission of the Braniff Graduate School of Liberal Arts

1.9 The Braniff Graduate School of Liberal Arts seeks to accomplish at the highest level

mission of the University of Dallas, the library supports a diverse intellectual community in its pursuit of wisdom, truth, and virtue.

Chapter Two
FACULTY

Definitions

2.1 Regular faculty are those teaching faculty who are appointed to a tenure-track position, including those eligible to be tenured and those already tenured. Only those faculty explicitly appointed as regular faculty members are eligible to achieve tenure. They hold the ranks of Professor, Associate Professor, Assistant Professor, or Instructor. Once an individual has been appointed as a regular faculty member, he or she may not receive an appointment as an affiliate faculty member, except upon the relinquishing of a tenured appointment at the University, as in the case of retirement.

2.2 Affiliate faculty are those teaching faculty appointed to full-time positions which do

Professor rank recommending the candidate for the emeritus rank should also accompany a faculty . Alternately, the chair of the retired faculty

request for emeritus rank and the curriculum vitae for the retired faculty member. Candidates will be evaluated by the Committee on the basis of their previous contributions to the educational mission and programs of the University and of their expected continued interest in scholarly activities and service to the University.

are particularly outstanding and extraordinary. Three letters of nomination from full-time faculty members of Professor or Associate rank should accompany the written request for distinguished status, as well as an updated curriculum vitae.

The President shall award the appropriate emeritus rank upon the recommendations of the Faculty Development Committee.

2.5.c Privileges. The awarding of the emeritus rank will be accompanied by the following privileges

2.7.a All appointments to the regular, library, and affiliate faculty are made by the President

departmental chair,
when the appo
degree programs, or the Dean of the Gupta College of Business, or the Dean of the Library, as appropriate. Appointments of adjunct faculty are made by the President or the Pre
designee.

2.8.f A member of a religious order or congregation will sign a contract and/or have it ccording to the determinations made by the religious order to which the member belongs.

2.9 Compensation

2.9.a Salaries of the teaching faculty at the University of Dallas are based on nine months of service, unless otherwise stated in their contract. Salaries for the library faculty are for twelve months of service, unless otherwise stated in their contract.

2.10.f Concurrent with the mailing of contracts the Provost will announce to faculty the median percent increase in salaries.

2.11 Appeal Process for Salaries

2.11.a If a faculty member is dissatisfied with his or her contract offer he or she should request a meeting with the Provost to discuss the reasons for the salary decision. This request must be written and must be received by the Provost before the due date of the signed contract. This meeting should normally take place within three weeks of the Provost receiving the written request. After this meeting the Provost may or may not recommend to the President an adjustment to the contract offer. If the President accepts a recommendation on adjustment, the new contract will be mailed within two weeks of the meeting of the faculty member with the Provost.

2.11.b In the event that the faculty member is still dissatisfied after meeting with the Provost, he or she may request from the Provost a written explanation of the salary decision. This request should be in writing and be received by the Provost by June 30. The Provost, in turn, will send a letter of explanation to the faculty member before July 31 and, when appropriate, will

performance.

Regular Faculty

advising students and writing letters of recommendation for them;
[illegible] Faculty Senate 626-12 0 627-7i3(e)hutiesr ms;
working with the staff in the areas of publications, alumni relations, recruitment, admissions, student services;
promoting student extracurricular activities;
performing administrative duties for academic departments and programs;
obtaining funded grants.

Service to the profession may take a variety of forms, including but not limited to:

organizing meetings and chairing panels;
serving on committees to evaluate the work of peers or students;
directing research or advising students outside the University;
service as an officer or committee chair of a professional organization.

Service to the community that reflects well on the University is also a legitimate criterion for advancement. Volunteer services at schools, churches, civic organizations, and clubs that flow from the work and knowledge of academics are particularly appropriate. They include but are not limited to:

teaching;
lecturing;
preaching;
performing;
advising;
writing and editing;
translating and interpreting;
pro bono consultant reports reflecting 92 reW1 12 0 612 7612 792 rTf14.r

of this Handbook. The conditions and procedure for separation are stated in sections 2.41 2.43 of the Handbook.

2.15.b Tenure, as well as promotion in rank, may be achieved only by the positive action of the President. The tenure contract, indicates that tenure has been offered. Tenure is accepted when the faculty member signs the contract and returns it to the President. If tenure is denied by the President, he offers the faculty member a one-year contract, which specifically states that it is non-renewable in accordance with the provisions of paragraphs 2.16 2.16.a.

2.15.c
probationary year of full-time regular appointment at the University. Promotion of assistant professors to the rank of Associate Professor is considered concurrently with the decision to grant tenure. Service on the University of Dallas Rome campus counts toward tenure, except in the case of a mutual written agreement, made in advance of the Rome appointment, between the candidate and the Provost, in consultation with the appropriate Dean. Exceptions to the six-year probationary process require the written approval by the Provost and are limited to the following three situations:

> (1) If the faculty member has taught full-time in the same field at an accredited university prior to appointment at the University of Dallas, or as an affiliate faculty member at the University of Dallas, the Provost may if the faculty member requests it and if the appropriate Constantin College department, the Braniff Graduate School, or the Gupta College of Business agrees credit the faculty member with up to three years toward eligibility for a tenure review. In no case may the credit exceed the number of years actually taught.
> at the time of the initial tenure-track contract. A faculty member who has received such credit for previous teaching may decide by the end of the first two academic years at the University to extend the probationary period by a year or more, up to the maximum probationary period of six years. If so, he or she must notify the Provost of this decision
> -track
> appointment at the University.

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year. The request must be made in writing normally before May 1 of the year before the tenure review (typically the sixth year).

2.15.d The faculty member to be considered for tenure shall be notified about the upcoming . The faculty member will receive a date for submission of his or her dossier.

2.15.e The faculty member will supply:

a current CV;

The written documentation will be assembled in a binder by the Provo
be accessible for inspection by the members of the Committee at least two weeks in advance of the hearing.

2.15.f The members of the Committee on Rank and Tenure will make a recommendation regarding tenure and promotion after deliberating the case based on the materials and presentation. The chair of the Committee on Rank and Tenure will prepare a summary of the deliberations, which the members of the Committee will be able to review. The chair will then inform the President of the Com

2.15.g The Chair of the Rank and Tenure Committee will notify the faculty member under

Library Faculty: Appointment, Retention and Promotion

Sections of 2.18 2.23 apply specifically to library faculty. Unless otherwise specified in subsequent sections, these sections do not apply to other faculty.

2.18 Criteria for Appointment, Retention, and Promotion of the Library Faculty. The University seeks to appoint and advance library faculty of good character who are committed to the purposes of the University (1.1 1.4), whose conduct as library faculty is supportive of these purposes and consistent with the ethics of the library profession, and who will be contributing and valued colleagues on the faculty. Within these general criteria, the specific criteria to be used in the evaluation of individual library faculty members for appointment, retention, and promotion are, in order of importance: performance of duties; service to the University, community, and profession; intellectual achievement and growth.

2.18.a Performance of Duties. This is the most important, though not sufficient, condition for retention and promotion of library faculty. The University seeks to appoint and advance librarians who in the performance of their duties demonstrate initiative, accuracy, organizational skill, responsibility, and most importantly, effective professional service to students, faculty, and staff. Contributions to the library through service on internal library committees, task forces, and instructional programs are also considered.

2.18.b University, Community, and Professional Service. The second criterion for professional advancement is service to the University, the community, and the profession.

2.41 2.43 and 2.45 2.50.

2.25.d The request for Executive Committee review must be submitted in writing to the Chair
reconsideration decision. In a review involving an alleged violation of academic freedom, the full Grievance Panel (see section 2.37) shall act as a review panel. The President shall request that panel to review the written record. The Grievance Panel shall maintain the confidentiality of the records and review, and shall submit to the Chairman of the Board a confidential written opinion with respect to the issue of academic freedom. The decision of the Executive Committee shall be final, and there shall be no further appeal.

2.35 Attendance at University Functions. Faculty members are expected to attend formal exercises which are scheduled in the University calendar for their school. They are also expected to attend other convocations for their school. Courtesy requires those who are unable to attend to inform the appropriate academic dean.

Grievances

2.37 Grievances

2.37.a The grievance procedure seeks to provide an equitable means of resolving disputes concerning the terms or conditions of employment, and of reviewing actions taken by the University administration which a faculty member believes to directly wrong him or her with respect to rights created by contract or by provisions of this Handbook pertaining to faculty benefits, obligations, duties, assignments, or academic freedom. Personnel decisions regarding retention, tenure or promotion are not subject to grievance, but may be appealed according to the provisions of section 2.25 above. Dismissals or suspensions are also not subject to grievance, but may be appealed as provided in sections 2.45 2.50.

2.37.b Only current members of the faculty, and former faculty members within 60 days of the date of termination of their employment, are eligible to file grievances. The grievance must be filed within 180 days of the action which is the subject of the grievance. A grievance filed after this deadline shall not be honored and shall have no effect unless the grievant can demonstrate to the Grievance Panel good cause for having missed the deadline.

2.37.c A Grievance Panel composed of five regular, tenured faculty members shall be appointed by the President from at least five persons nominated by the Faculty Senate in accordance with section 4.16 of this Handbook. Panel members shall serve for two-year staggered terms and shall elect one of their members to serve as chair of the Grievance Panel.

2.37.d Before filing a grievance, an aggrieved faculty member shall make a good-faith effort to resolve the grievance informally, through appropriate administrative channels. To file a grievance, an eligible faculty member shall submit a written Notice of Grievance to the President, with a copy to the chair of the Grievance Panel, describing the nature of the grievance, and, when applicable, specifying the contract or Handbook provisions allegedly violated by action of the University administration. Upon receipt of a Notice of Grievance, the chair shall promptly convene the Grievance Panel to determine if the grievant is eligible to file and whether the grievance falls within the scope of this grievance policy. In the event of a negative determination, the chair shall so inform the grievant and President, in writing, and the grievance shall thus be terminated with no further appeal. In the event of an affirmative determination, the chair shall promptly initiate the formation of the Grievance Committee.

2.37.e A Grievance Committee for a particular grievance shall be selected from the

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on the Grievance Committee, substitute committee members shall be nominated by the officers of the Faculty Senate and appointed by the President.

2.37.f The grievant shall have the right to meet with the Grievance Committee to explain the grievance, to present relevant material, and to respond to questions from members of the Grievance Committee. The function of the Grievance Committee is not to conduct a hearing, and therefore the grievant shall have no right to be represented by legal counsel, or another party, nor to have witness or other parties present during this meeting with the Grievance Committee. The

The conditions which would justify the separation of a tenured faculty member include the abolition of a department or program; serious financial difficulty on the part of the University; markedly decreased enrollment in the University or in a school, department, or program; provisions governing retirement; or a state of national emergency and causes of a similar nature. Alternatives to separation such as reassignment or early retirement shall be considered prior to the separation of a tenured faculty member.

2.43.b The President shall consult with the Faculty Senate and the University Council regarding whether the conditions specified in section 2.43.a exist, and the officers of the Senate . The Board of Trustees shall then determine whether the conditions specified in section 2.43.a exist and, if so, whether they warrant the separation of tenured faculty or the separation of library faculty or other faculty before the expiration of their contracts.

If the Board of Trustees determines that conditions warrant the separation of teaching faculty or library faculty, the President shall appoint a special committee composed of four members of the regular faculty nominated by the Council of Deans and Chairs and chaired by the Provost. The task of the committee is to advise the Provost regarding the particular teaching faculty or library faculty to be separated, taking into account their individual performance, merit, rank, seniority, and the program needs of the department and University. Tenured faculty in a department or program shall not be separated before the separation of untenured faculty in the same department or program, unless this is deemed necessary to preserve the integrity or quality of that academic program.

After c
or chairs of the affected programs, the Provost shall identify the persons being recommended for separation, provide each of them with written notification of this recommendation, and inform the special committee of the names of the persons identified. The persons recommended for separation

Disciplinary Action

2.45 A teaching or library faculty member is subject to disciplinary action for one or more of the following causes: unprofessional conduct; unethical conduct which is inconsistent with professional or collegial responsibilities; neglect of professional duties or inability

provided in section 2.48, or formally, as provided in section 2.49. The election of the type of proceeding shall be irrevocable unless the person charged and the President agree otherwise.

2.47.e The matter shall go forward in accordance with the informal procedure specified in section 2.48 if no written response has been received within the time specified, or if the person charged fails to elect the type of proceeding to be followed.

2.48 Informal Proceeding

2.48.a Within 30 days of the date of receipt of the notice of charges, the Provost shall submit the matter for review and recommendation to the Disciplinary Action Committee. The Disciplinary Action Committee shall be selected from the panel established for grievances, in the same manner as prescribed in section 2.37 for the selection of a Grievance Committee.

2.48
Committee and present the notice of charges, together with supporting information, documents, and other relevant material. The person charged shall have the right to meet with the Disciplinary Action Committee, to respond to the notice of charges, to present relevant material, and to respond to questions from Committee members. The function of the Committee is not to conduct a hearing, and therefore neither the University nor the person charged shall have the right to be represented by legal counsel, or another party, or to have witnesses or other persons present in meetings with the Disciplinary Action Committee.
and, based upon its findings and conclusions, to make a recommendation to the President regarding disciplinary action.

2.48 l be confidential. The Committee shall have access to relevant University documents and shall also have the right to interview University employees or students who the Committee determines may have information pertinent to its investigation.

2.48.d Upon completion of its investigation, the Disciplinary Action Committee shall promptly submit a confidential written report to the President, with copies to the person charged and the Provost. The report shall be based on the preponderance of the evidence and state the

disciplinary action, if any, and the reasons for that recommendation.

2.48.e Members of the Committee, and all persons involved in the proceedings, shall

except as disclosure may subsequently be required pursuant to lawful court order, or may be

2.49 Formal Proceeding

2.49.a This formal procedure shall be used only in the event that it has been chosen in writing by the person charged, as provided in section 2.47.d. In accordance with this formal procedure, the person charged and the University shall each have the right to be represented by

preponderance of that evidence and testimony.
conclusions with respect to each of the charges, its recommendation for disciplinary action, if any, and the reasons for that recommendation.
promptly submitted to the President, with copies to the person charged and the Provost.

2.49.g Members of the Committee, and all persons involved in the proceedings, shall

except as disclosure may subsequently be required pursuant to a lawful court order, or be necessary for the compositi

2.50.e The decision of the Executive Committee shall be final, and there shall be no further appeal.

Policy in Regard to Inventions, Patents, and Copyrights

2.51 Rapid and evolving technological changes, emerging opportunities and challenges, and concern for the public interest and the broader purposes of this University make it advisable for the University to set forth its policies with respect to inventions, patents, and copyrights which may result from University activities. The complex and evolving nature of these issues makes it

Chapter Three
INSTRUCTION

Instructional Principles

3.1 As indicated in section 2.27, the principles which influence instruction at the University must stem from the purposes of the University, which are stated in Chapter 1 of this Handbook. Departmental goals, course objectives, and even the aims of an individual lecture hour, instructional module, or labo .

3.2 Instruction, therefore, should endeavor to develop an appreciation of facts, ideas, artistic skills, and contemporary practices; critical and reserved judgment; respect for the intellectual position of others; and a concern for the right order inherent in knowledge. Such instruction requires thorough preparation and thoughtful organization which engages the resources of the particular discipline.

3.3 A professor ought to be interested in the total development of the students whom the professor teaches. This concern must go beyond their mastery of the subject matter. In general, the teacher should keep in mind the principles of Christian maturity, the ideal toward which the University urges its students.

Methods of Instruction

3.4 Teaching methods are personal, varying with individuals. Lectures, multimedia presentations, course websites, discussions, online forums, laboratories, or dialogue should be used in a manner which effectively engages the student in learning. A general advancement in wisdom is the ultimate purpose of every course; however, each course has a defined content set forth in the fessor devises.

Conference Hours

3.5 Members of the faculty are expected to be generous in giving time to students. They are required to make appropriate hours each week available for student conferences and to keep their academic dean informed concerning their office schedules.

Student Assignments

3.6 In an ordinary semester system, a three-credit course which meets three hours per week will require six hours of outside work each week by the student in an undergraduate course, seven and a half hours in a graduate course. These norms must be borne in mind in plops d aven

Classes

3.7 Faculty members should be at their classrooms promptly at the beginning of the class period. Habitual tardiness is considered a serious neglect of duty. The instructor should vacate the classroom promptly at the end of the period. Faculty are responsible for working with their department heads and/or deans to make up any classes they miss due to short-term illness, conferences, or other legitimate academic events.

3.8 Without authorization of the appropriate academic dean, the time and location of the scheduled classes are not to be changed. On conclusion of each class, the instructor is responsible for the condition of the classroom, which should be left in good order for the benefit of the next professor and students who use the room. Smoking is not allowed anywhere inside University buildings. Eating and drinking are discouraged in classrooms, lecture halls, and auditoriums of the University during class periods, except in those cases in which the instructor assumes full responsibility for the neatness of the room at the end of the class session.

Examinations

3.9 The integrity of examinations is essential to the academic process. Instructors should construct tests and arrange for giving them in such a way as to diminish the opportunity for cheating. When cheating is observed, it should be treated according to the policy on Academic Honesty.

Student Absences

3.10 For undergraduates, unexcused absence from three class hours in any one three credit-hour course shall be reported to the Registrar, who then warns the student. If any further unexcused

The student has not missed more than three hours of class time in a three- credit hour course (and similarly and proportionally for courses with fewer or more credit hours).

Students are entitled to two excused class hours for attendance at such events. They are not entitled to more than two excused class hours, though instructors may grant further excused hours at their discretion.

Further, for any absence that requires make-up work, the instructor should work with the student to make reasonable arrangements for the missed work, classes, and examinations. The student is responsible for completing the make-up work on time.

Grading

3.12 To ensure that grades are awarded with justice and on a uniform basis, all members of the faculty are required to make clear to their students at the beginning of each course the principles which they will employ in determining final grades. These principles may include an

time normally 60 days prior to the beginning of any term the bookstore will not be responsible for the late arrival of textbooks.

3.18 The cost of duplicating lengthy passages which are intended for distribution to students should be borne by the students.

Chapter Four
THE FACULTY SENATE

The Role of the Faculty Senate

4.1 The Faculty Senate serves as the deliberative assembly of the faculty as a whole, as the primary means through which the faculty may discharge its collective responsibility for the purpose of the University, the integrity of the curriculum, and the quality of student life. Specifically, it is the responsibility of the Senate to work with the University administration in the development or review of policy and procedures governing academic and faculty affairs. Senate recommendations are subject to the approval of the President and the Board of Trustees.

4.2 The particular responsibilities of the Faculty Senate are:

4.2.a Faculty Affairs: To review, develop, and recommend major policy and procedures in the following areas directly affecting the faculty:

recruitment, appointment, retention, and tenure;
promotion and post-tenure review;
compensation, benefits, and merit salary increases;
grievances;
disciplinary action;
layoff;
sabbatical and other leaves;
professional development and activity.

4.2.b Curriculum: To review the work of the University curriculum committees, and to make recommendations regarding major curricular changes affecting:

the core curriculum and requirements;
undergraduate programs, including majors, concentrations, and teacher education;
graduate programs;
graduation and degree requirements;
community or continuing education.

4.2.c Academic Affairs: To provide the Council of Deans and Chairs with the sense of the faculty regarding proposed policy and procedures governing:

admissions and advanced placement;
academic advising and instruction;
academic discipline, including student leaves, absences, probation, dismissal, plagiarism;
grading, including adds, drops, withdrawals;
policies for the acceptance of transfer credits;
review of academic programs.

4.4.a All faculty members elected to the Faculty Senate have the right to vote on matters properly before the Senate for its action.

4.4.b The Dean of the Braniff Liberal Arts Graduate Programs, the Dean of Constantin College, the Dean of the Gupta College of Business, and the Dean of the Cowan-Blakley Library are *ex officio* voting members of the Faculty Senate having the right to vote on matters properly before the Senate for its action.

4.4.c The Provost is an ex officio non-voting member of the Faculty Senate.

Election of Faculty Members

4.5 Faculty representatives on the Faculty Senate shall be elected for two year terms. Ten representatives are to be elected in odd numbered years: six (6) at large, three (3) from Constantin/Braniff, and one (1) from the Gupta College of Business. Ten representatives are to be elected in even numbered years: five (5) at large, three (3) from Constantin/Braniff, one (1) from the Gupta College of Business, and one from the Library faculty.

Election Process

4.6 The faculty electorate consists of all members of the regular and library faculties, emeriti faculty who continue to teach on a regular basis, and affiliate faculty who have taught full-time for the academic year preceding the election.

4.7 Elections are to be held each spring semester, by secret ballot. The terms of those elected begin the Wednesday after the first Tuesday of May following the election.

4.8 Elections shall be conducted, electronically unless circumstances prevent it (in which case secure paper balloting shall be used),

3. The Library Faculty shall constitute the fourth group. Two faculty members shall be nominated from the Library group.

4.9.b The Vice-Chair of the Faculty Senate shall call for nominations by providing the faculty electorate in each group with a ballot listing faculty from that group who are eligible for election.

4.9.c Faculty members may choose not to stand in the next election by informing the Chair of the Faculty Senate by March 1 of the election year.

4.9.d The ballot for each group shall list all faculty members eligible to serve.

The faculty electorate in the Constantin and Braniff group shall be instructed to vote for no more than sixteen candidates.

The faculty electorate in the Gupta College of Business group shall be instructed to vote for no more than ten candidates.

The faculty electorate in the Library faculty groups shall be instructed to vote for no more than two candidates.

4.9.d A ballot with two or more votes for a single candidate or more than the requisite number of votes shall be declared invalid, and discarded. In each group, the requisite number of faculty receiving the most votes shall be nominated. Ties shall be broken by lot.

4.10 Election

4.10.a The persons nominated in accordance with section 4.9 shall be placed on a single ballot that identifies each nominee's department (Constantin/Braniff), school (Gupta College of Business, or

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Meetings of the Faculty Senate

4.17 The Faculty Senate shall meet at least twice a semester during the academic year.

Chapter Five
THE UNIVERSITY COUNCIL AND STANDING COMMITTEES

5.0 In order to ensure the continuity of existence of the University Council and the standing committees of the University defined in this chapter, members shall serve until they are replaced

Undergraduate Council

5.5 The Undergraduate Council is chaired by the Dean of Constantin College, and is composed of

the Dean of Constantin College;
the academic associate or assistant deans of Constantin College;
the chairs of all departments within Constantin College; and
the director of Philosophy and Letters.

The Dean of Constantin College may invite other members of the administration, faculty,

The Undergraduate Council advises the deans regarding administrative, procedural, curricular, or policy matters. The Undergraduate Council also advises the President regarding appointments to the Undergraduate Curriculum Committee.

Curriculum Committees

5.6 It is recognized that the curriculum is the special province of faculty; therefore, substantive curricular changes ought not be made without prior consultation with the faculty through the curriculum committees established in sections 5.9 5.14 below.

5.7 The curriculum committees shall inform the Council of Deans and Chairs and the . Each committee shall inform the faculty of major curriculum changes under consideration, invite their comments, and

5.11 The Gupta College of Business Graduate Curriculum Committee is composed of the Dean of the Gupta College of Business who is the committee chair, or the D
Gupta COB Associate Dean of Academic Affairs, and five regular Gupta COB faculty members, three of whom must be tenured. The faculty members of the committee shall be appointed by the President after consultation with the Gupta College of Business Dean.

Committee on Rank and Tenure

5.12 The Committee on Rank and Tenure reviews regular faculty members for retention, promotion, or tenure. The Committee sends its recommendations for retention, promotion, or tenure to the President.

to support the librarians in informing faculty and staff of library policies.

accepted or rejected. The Committee is also responsible for the development and evaluation of the undergraduate financial aid policies for the University. Furthermore, the Committee serves as the recommending body to the Vice President of Enrollment in cases of appeals regarding admission and financial aid.

5.24 The membership of the Committee includes the Vice President of Enrollment, the Dean of Constantin College (or his/her designee), the Dean of the Gupta College of Business (or his/her designee), and three faculty members appointed by the President from a list of five nominees provided by the Faculty Senate. One of the three faculty members will be appointed chair of the committee. Ordinarily, one faculty member continues each year. The Vice President of Enrollment is not a voting member.

Committees on Academic Discipline

5.25.a The Constantin Committee on Academic Discipline consists of four members: the Dean of Constantin College, who serves as the chair, the chair of the department in which the student being considered has declared a major/concentration (or in the case of a student who has not declared a major, a Constantin faculty member appointed by the Dean), and two faculty members appointed by the President from a list of four nominees provided by the Faculty Senate**.**

5.25. b The Braniff Committee on Academic Discipline consists of four members: the Dean of Braniff Graduate School, who serves as the chair, the graduate director of the discipline, and two faculty members appointed by the President from a list of four nominees provided by the Faculty Senate.

5.25.**c** The Gupta College of Business Academic Review Board: Academic or disciplinary matters concerning Gupta College of Business students are referred to the Gupta College of Business Academic Review Board, consisting of three full-time Gupta College of Business faculty members appointed by the President from a list of five nominees provided by the Faculty Senate.

Teacher Education Committee

5.26 The Teacher Education Committee has the responsibility of ensuring that the preparation of teachers for elementary and secondary schools remains a responsibility of the Constantin College of Liberal Arts as a whole. It shall strive to see that the duties of the Department of Education are understood and shared proportionately by all academic departments which offer courses applicable to teacher certification.

5.27 The Teacher Education Committee is composed of the chair of the Department of Education, who serves as chair of this committee, the Dean of Constantin College or his designee,

(usually the chair) from every department that is approved for certification of teachers, and a representative of the Department of Psychology.

5.28 The Teacher Education Committee meets at least once each semester at the call of the chair of the committee.

Athletics, Sports, and Recreation Committee

5.29 The Athletics, Sports, and Recreation Committee shall advise the Director of

Copyright and Intellectual Property Committee

5.35 The Copyright and Intellectual Property Committee addresses questions and disputes regarding copyright and intellectual property. The Committee also hears and advises the administration on proposed additions to or changes in the copyright and intellectual property policy. The duties of the Committee include, but are not limited to, working with the **relevant c**opy center**s** to help provide faculty and students with the means to respect the copyright of others creating and maintaining materials to educate faculty and students on the use of copyrighted material, and informing faculty and students of changes in copyright and intellectual property legislation.

5.36 The President of the University appoints three faculty members from a list of five nominees provided by the Faculty Senate. Appointments to the Committee are on a two-year rotating basis with at least one member serving as a carry-over from the previous year.

Committee on the Faculty Handbook

5.37 The Committee on the Faculty Handbook has the following tasks:

5.37.a It coordinates all changes to the Handbook, in accordance with the procedures outlined in the Foreword. (i) Thus, in the case of a minor change, the President will inform the Committee as soon as he or she has authorized such a change. The Committee on the Faculty Handbook will then incorporate the change into the Handbook and advise the faculty that the amendment has occurred. (ii) In the case of a change initiated by the Faculty Senate, the vice chair of the Senate will advise the Committee of the change that has been recommended; the Committee will then submit the proposed change to the University Council for its consideration. If it is approved, the President will submit the change to the Board and advise the Committee in a timely . In the case of approval, the Committee will incorporate the change into the Handbook and advise the faculty that an amendment has occurred. (iii) In the case of a change initiated by the President, the President or his designee shall inform the Committee on the Faculty Handbook when he or she submits an amendment to the University Council for consideration and, subsequently, on the outcome of the Counci . If the change advances to the Faculty Senate for its review, the vice chair of the Senate shall inform the

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significant amendments. Such workshops shall be conducted at the beginning of each academic year for new faculty members and otherwise as needed.

5.37 This committee consists of three members: the Provost (or his or her designee), the vice chair of the Faculty Senate, and one faculty member appointed by the President from among The committee is chaired by the vice chair of the Faculty Senate.

The Vice-Presidents

6.3 The Board of Trustees may appoint one or more Vice President(s) who will perform duties delegated by the President. Only the academic vice presidential position of Provost is described in this section.

The Provost

6.4 The Provost is the chief academic officer of the University and shall have the qualifications necessary for appointment to the regular faculty. The Provost is responsible directly to the President for the administration, direction, integrity, and quality of its academic programs, for the recruitment and development of the University faculty, and for the allocation of instructional and academic support resources. The Deans of Constantin College, of the Gupta College of Business, and of the Braniff Graduate School of Liberal Arts; the University Registrar; and the Dean of the Library report to the Provost. The Provost is appointed by the President following the consultative vote of the University Council and with the approval of the Board of Trustees.

a) to assist the President in the development and im
strategic plan;

b)
such as accreditation agencies, higher education associations, and state and federal education agencies;

c) to assist in the development of the budget for the instructional and academic support programs, and advise the President regarding the allocation of University resources;

d) to develop and administer appropriate personnel policies, review and recommend faculty for appointment, retention, tenure, promotion, and leaves of absence;

e) to work to maintain and enhance
programs in close consultation with the appropriate deans;

f) to develop with the appropriate deans a system

i) to chair the Undergraduate Curriculum Committee, the Committee on Academic Discipline, and to serve on the Undergraduate Committee on Admission and Financial Aid;

j) to coordinate with the Dean of the Rome Campus all matters related to the academic program in Rome.

The Dean of the Braniff Graduate School

6.8 The Dean of the Braniff Graduate School of Liberal Arts is appointed by the President, after consultation with the Provost. This appointment must be ratified by the Board of Trustees. The Dean of the Braniff Graduate School of Liberal Arts shall have the qualifications necessary for appointment to the regular faculty.

6.9 The Dean of the Braniff Graduate School of Liberal Arts reports to the Provost.

6.10 Responsibilities of the Dean of the Braniff Graduate School of Liberal Arts include but are not limited to the following:

a. to work in concert with the Dean of Constantin College in all searches where the position is also eligible to receive an appointment to the graduate faculty, and to supervise all searches for faculty who will teach primarily in Braniff terminal interdisciplinary maste degree programs such as Humanities and Leadership.

b. to develop and implement a strategy for the academic, enrollment, and operational programming of the School that is consonant with its mission;

c. to develop and implement an appropriate system of program review and a process for the development of new programs;

d. to report to the Provost conditions within the School, including curriculum, teaching loads,

b) to work to maintain the quality and integrity of the academic program and brand image of the Gupta College of Business;

c) to develop and implement an appropriate system of program review and a process for the development of new programs;

d) to work to develop and administer appropriate personnel policies, review and recommend Gupta College of Business faculty for appointment, retention, tenure, promotion, and leaves of absence;

e) to report to the Provost conditions within the College including curriculum, teaching loads, the conduct of classes, research, examinations, and other pertinent matters relating to students and faculty;

f) to ensure that all requirements for the maintenance of accreditation specific to the college are met;

g) to review and authorize exceptions to admissions, curriculum, and tuition policies as necessary;

h) to review and approve that part of the University budget which pertains to the Gupta College of Business;

i) to chair the Committee on Rank and Tenure if the conditions of clause 5.16.a obtain;

j) to build and maintain relationships with students, alumni, industry professionals, and friends of the College for the purpose of improving enrollments, fundraising, and the quality of programs;

k) to devise and implement a marketing and enrollment strategy effective for building and maintaining graduate enrollment in the College.

6.15 The Dean of the Gupta College of Business is *ex officio* a member of the University Council.

6.18 The major responsibilities of the University Registrar are:

a) to maintain the permanent academic records of student in all colleges;

b) to make frequent rep
and the Deans of Constantin College, and the Gupta College of Business;

Graduate School of Liberal Arts are appointed by the Braniff Graduate Dean, after consultation

APPENDIX TO CHAPTER 2
Guidelines for the Establishment of Endowed Chairs and New Schools

The following guidelines for the establishment of endowed chairs and new schools are meant to offer suggestions about best practices for how to proceed generally in such cases, but are not meant to bind the administration or Board in any way.

New Schools

NS1 Committee for New Degree-Granting College, School, or Institute

NS1.a When the consideration of a new degree-granting college, school, or institute (however it is named) has reached a serious level of consideration, the Provost will constitute a preliminary committee to investigate the desirability, suitability, and feasibility of such a college, school, or institute. Similarly, when a new level of degree is being considered within an already existing school, the Provost will constitute a preliminary committee to investigate the desirability, suitability, and feasibility of such a new level of degree-granting. The consensus of the preliminary committee toward such a college, school, institute, or new degree within an already existing school positive or negative will be articulated in a report for the Provost. If the consensus is positive, the Provost will present the Faculty Senate and the President with this report.

NS1.b The Provost, in consultation with the President and the Board of Trustees, will then form a

curriculum and instruction.

NS1.e The full committee shall consider the following issues in order to produce a full-scale proposal for the new college, school, institute, or new degree:

the relation of the mission of the proposed college, school, institute, or new degree to the mission of the University and to the missions of related colleges or schools;
the fiscal viability of the college, school, institute, or new degree;
the need for logistical support, both operational and academic;
the internal organizational structure of the proposed college, school, institute, or new degree in relation to current organizational structures;
faculty status: for example, representation in the Senate and on standing committees;
criteria for tenure and promotion;
curriculum and instruction;
accreditation;
relation to external organizations;
necessary changes to the Faculty Handbook.

NS2 Committee for New Non-Degree-Granting Programs or Centers

NS2.a When the prospect of new non-degree-granting program or center (however it is named) whose scope, purpose, and effect lies outside the already established responsibilities of a college, school, institute, or department, has reached a serious level of consideration, the Provost will constitute a preliminary committee to investigate the desirability, suitability, and feasibility of such a program or center. The preliminary consensus of the committee regarding such a program or center, positive or negative, will be articulated in a report for the Provost. If the preliminary consensus is positive, the Provost will present the Faculty Senate and the President with this report.

NS2.b The Provost, in consultation with the President, will then form a full committee, based upon the membership of the preliminary committee, but expanding the membership where appropriate, which will be tasked with the creation of a full-scale proposal for the program or center under consideration. The full committee will submit this proposal to the Provost and the President,

the relation of the mission of the proposed program or center to the mission of the University and to the missions of related colleges, institutes, schools, or departments;
the fiscal viability of the program or center;
the need for logistical support, both operational and academic;
the internal organizational structure of the proposed program or center in relation to current organizational structures;
faculty status;
curriculum and instruction.

NS2.e The full committee shall consider the following issues in order to produce a full-scale proposal for the new program or center:

the relation of the mission of the proposed program or center to the mission of the University and to the missions of related colleges, institutes, schools, or departments;
the fiscal viability of the program or center;
the need for logistical support, both operational and academic;
the internal organizational structure of the proposed program or center in relation to current organizational structures;
faculty status;
curriculum and instruction;
accreditation;
relation to external organizations;
necessary changes to the Faculty Handbook.

Endowed Chairs

EC1 Endowed Chair. An endowed chair is a faculty position that receives all or part of the funding for that position from an endowment fund. Often, an endowed chair is targeted to a particular, focused interest of teaching or research within a school, college, department, or program. Endowed chairs are usually named in honor of a major donor or for someone the donor wishes to honor.

EC2 Types of Endowed Chairs. There are three types of endowed chairs, as identified in sections EC2.a, b, and c. Other types of endowed chairs require the approval of the President. During the process of creating a new endowed chair of any type, the Provost will establish an Endowed Chair Committee at the appropriate time to provide guidance and to make recommendations to the Provost and President. The Endowed Chair Committee is described in section EC.6.

(b) term of appointment and whether it is renewable or not;
(c) rotating/non-rotating;
(d) reporting requirements, as for instance, an endowed chair in the Gupta College of Business would report to the Dean and an endowed professorship in Education would report to the Constantin departmental chair;
(e) review requirements and/or annual reports;
(f) tenure/non-tenure; and
(g) other items such as administrative support, travel and research support, course assignments, research requirements and other needs will generally be covered.

(4) A *fourth responsibility* will be to forward to the dean or Provost its recommendation regarding the description, responsibilities, and terms of the proposed endowed chair. It will also respond to follow-up concerns that might be raised by the President or his designee. It is the responsibility of the President or his designee to announce the establishment of an endowed chair.

EC7 Extraordinary Circumstances. If due to extraordinary circumstances, it is not feasible to call upon an Endowed Chair Committee, then the President or his designee will, in the early stages of the negotiations, inform by letter the officers of the Faculty Senate and the chair(s) and dean(s) of the academic units which will host the prospective endowed chair. In this letter the President will explain the steps to be taken to take into account the prerogatives of the host unit(s) with respect to curriculum, teaching assignments, and major service obligations in the terms of the proposed endowed chair.