

Original text

Constitution of the Faculty Council John Carroll University

Approval and amendment timeline

1. Constitution Approved by written ballot of the Faculty, April 2009¹
2. Appendix B amended by approval of the Faculty Council, March 2010²
3. Appendix B—duties of the Committee on Compensation—amended by approval of the Faculty Council, February 2011³
4. Appendix B—duties of the Committee on Elections—amended by approval of the Faculty Council, April 2011⁴
5. Appendix G – Policy on absences. Approved by Faculty Council, October 2011⁵
6. Appendix C—Guidelines for determining need for review or not by CAP; adopted by Faculty Council, February 2012⁶
7. Appendix B amended to add standing Committee on Enrollment. Approved by Faculty Council, April 2012⁷
8. Appendix D—Protocols for treatment of Changes in Benefits. Approved by Faculty Council, May 2012⁸
9. Appendix E—Specification of additional duty of Vice-Chair and various Committee Chairs to represent Faculty Council on the Provost Council Approved by Faculty Council, May 2012⁹
10. Appendix F—Specification of additional responsibility to Faculty Council Officers regarding distribution of CLRs or stipend equivalents. Approved by Faculty Council resolution of May 2012¹⁰
11. Appendix H – Policy on elected committee service and leaves of absence. Approved by Faculty Council, November 2013¹¹
12. Appendix B amended to add standing Committee on Revenue and Spending. Approved by Faculty Council, April 2014¹²
13. Appendix A – Divisional Structure of the Faculty – amended by approval of the Faculty Council, December 10, 2014¹³

Proposed revised text

Constitution of the Faculty Council John Carroll University

Approval and amendment timeline

1. Constitution Approved by written ballot of the Faculty, April 2009¹
2. Amended Constitution – approval pending, Sept. 2019

¹ For timeline of amendments prior to September 2019, see the archived version of the May 2019 Constitution on the Faculty Council website.

Rationale for changes:

This is a fully revised draft that incorporates the spirit of many of the amendments added over the past decade. We have deleted the original list of amendments here and suggest that item be linked to the current (i.e., unrevised, 2015) edition of the Constitution.

Throughout this comparison document, any non-substantive changes (e.g., “By-laws” to “bylaws” or formatting differences) will not be highlighted.

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.

PREAMBLE

Faculty Council is a standing committee of the Faculty, as per the Faculty Handbook.

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. As described in the Faculty Handbook, the Faculty “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.”

Rationale for changes:

We added a reminder of Council’s status as a standing committee of the Faculty. Throughout the document, we have minimized quotations from the Faculty Handbook and have instead referred readers explicitly to the Faculty Handbook.

CONSTITUTION

I. Title Faculty Council

II. Responsible to 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

CONSTITUTION

I. **As outlined in the Faculty Handbook**, Faculty Council is responsible to the Faculty, and its basic objective is 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."

II. Composition

A. **Four members of the Faculty from each of four divisions**, elected by the Faculty in each division for staggered terms of three years, with terms beginning at the spring commencement.

B. **Chair, Vice Chair, and Secretary elected by the Faculty at large, for staggered terms of two years, with terms beginning at the spring commencement.**

III. Duties and Responsibilities

A. To meet at least once in each full month of the academic year and approximately two weeks before regularly scheduled General Faculty meetings, or more often as urgent business dictates;

B. To create standing committees of Faculty Council as appropriate;

C. To create ad hoc committees as are deemed necessary, the composition of which should be representative consistent with the purpose of the committee;

D. To determine, in consultation with the administration and relevant Faculty, the election and/or appointment of Faculty representatives to University **and Board committees;**

E. **to determine, in consultation with the relevant body, the disposition of positions on Faculty Council, committees of Faculty Council, and University committees that are left vacant due to faculty leave or resignation from a position;**

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 General Faculty meetings;

H. **To determine the resolution of tied votes in Faculty elections;**

I. To report recommendations of the Faculty to the President;

J. To communicate to the Faculty decisions of the President and/or the Board of Directors on Faculty recommendations;

K. To request information or interpretation of policy in order to promote better Faculty understanding, and to present questions for clarification;

L. To approve agenda for and to plan and conduct General Faculty meetings as prescribed in Section IX below;

- 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.

- M. To conduct all elections and other votes (e.g., amendment of the Faculty Handbook) involving the Faculty and to certify the results thereof;
- N. 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;
- O. To distribute minutes of its meetings to all members of the Faculty;
- P. To submit an annual report to the Faculty;
- Q. To publish at least annually an official list of Faculty and identify the members having the right to vote;
- R. To select each year a Parliamentarian from the Faculty;
- S. To perform such other duties as may be assigned to it from time to time or permanently by the Faculty;
- T. To redistribute departments among the four divisions, as appropriate;
- U. To establish and adhere to a timeline for regular review of the Constitution.

Rationale for changes:

Reflective of the smaller size of the Faculty, we recommend a smaller Faculty Council. Given that the Executive Committee represents the Faculty as a whole, it is appropriate that they be elected at large, with two-year terms providing for continuity. Additionally, with the Executive Committee elected at large, there is no longer a need for a May administrative meeting. In an attempt to balance faculty workload for committee chairs, we are recommending that they be elected at large, rather than appointed from among the members of Faculty Council; electing them at large widens the pool of nominees, as well as freeing candidates from the burden of serving on both Council and a committee, unless they desire to do so. One of the duties of committee chairs is to attend Council meetings when Council discusses business relevant to that committee. Recognizing that there may be tied elections, it seems appropriate for Faculty Council to determine the appropriate resolution.



n/a

IV. Executive Committee

- A. The Executive Committee of Faculty Council will consist of the officers: Chair, Vice Chair, and Secretary.
- B. The Executive Committee will consult with the Provost and Academic Vice President to determine course load reductions (CLRs) or other compensation for members of the Faculty for the time required to carry out their duties related to Faculty Council and its committees. Normally, such compensation will be offered to the Faculty Council Chair and Secretary, as well as to the chairs of heavily-burdened Faculty Council committees. The Chair will announce the recipients of such compensation at the beginning of each academic year.
- C. The Executive Committee will meet regularly with the Provost and Academic Vice President.
- D. The Executive Committee may, at its discretion, forward routine matters to the appropriate committee, notifying Faculty Council at the next Faculty Council meeting.

Rationale for changes:

Spelling out Executive Committee duties in parts A-C regularizes past practice. The addition of part D arises from the ongoing concern with faculty governance, namely that the structure moves too slowly. Giving the Executive committee this ability allows Faculty Council to move proposals through the pipeline more quickly.

<p>VI. Officer Responsibilities</p> <p>A. The Chair will:</p> <ol style="list-style-type: none"> 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. <p>B. The Vice-Chair will:</p> <ol style="list-style-type: none"> 1. Assume the responsibilities of the Chair when the Chair is unavailable. <p>C. The Secretary will:</p> <ol style="list-style-type: none"> 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. <p>D. The Parliamentarian will: 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.</p>	<p>V. Officer Responsibilities</p> <p>A. In addition to the duties of the Executive Committee, the Chair will:</p> <ol style="list-style-type: none"> 1. Prepare agendas for Faculty Council and Faculty meetings in consultation with the Vice Chair and Secretary, and circulate agenda and relevant documents to the Faculty in advance of each meeting; 2. Preside over Faculty Council meetings and General Faculty meetings; 3. Serve as the Faculty representative to the Board of Directors and as ex officio faculty liaison to the Board's Academic Affairs Committee; 4. Serve as Faculty representative to other strategic governing committees, as determined by Faculty Council, with the possibility of the Vice Chair replacing the Chair on one committee, subject to Faculty Council approval; 5. Ensure that Faculty Council appoints a Parliamentarian for the year. 6. Appoint another member of the Faculty to serve as temporary parliamentarian in the case that the Parliamentarian is unable to attend either a Faculty Council or General Faculty meeting; 7. Schedule Faculty Council meetings and General Faculty meetings; 8. Call special meetings of the Faculty as described in Section IX.B. 9. Oversee Faculty governance matters; 10. Receive and respond to faculty comments and concerns that inevitably arise. <p>B. In addition to the duties of the Executive Committee, the Vice Chair will:</p> <ol style="list-style-type: none"> 1. Assume the responsibilities of the Chair when the Chair is unavailable; 2. May replace the Chair as representative to a strategic governing committee, subject to Faculty Council approval.  <p>C. In addition to the duties of the Executive Committee, the Secretary will:</p> <ol style="list-style-type: none"> 1. Take minutes at Faculty Council meetings and at General Faculty meetings; 2. Distribute minutes of these meetings to the Faculty in a timely manner; 3. Maintain the Faculty Council website; 4. Maintain and manage the Faculty Council archive, including the archive of membership of faculty committees.
<p>Rationale for changes: We removed A.5, as there is no faculty governance budget to be overseen. Information on appointment of the Parliamentarian (D) has been moved into the duties of Faculty Council and officers. Duties of the Parliamentarian have been moved into the sections on Faculty Council meetings and General Faculty meetings. Additions to the duties of the officers regularize past practice.</p>	
<p>n/a</p>	<p>VI. Responsibilities of Members of Faculty Council</p> <p>A. Attendance Policy</p> <ol style="list-style-type: none"> 1. Any Faculty Council member who misses more than three Faculty Council meetings (including any special meetings) in one academic year has officially resigned from Faculty Council. 2. Any Faculty Council member who misses more than three General Faculty meetings (including  special meetings) in one academic year has officially resigned from Faculty Council.

B. Review pertinent documents before each meeting, as circulated by the Chair of Faculty Council.

Rationale for changes:

This spells out the duties of members of Faculty Council, including moving the attendance policy up from Appendix G into the body of the Constitution.

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.

VII. Meetings of Faculty Council

- A. Faculty Council will meet at least once each September, October, November, February, March, and April, approximately two weeks before regularly scheduled General Faculty meetings. During each regularly scheduled meeting, the Faculty Council will approve an agenda for the upcoming General Faculty meeting. Faculty Council may call additional meetings as necessary.
- B. A quorum for a Faculty Council meeting will be two-thirds of its members. **The Executive Committee will determine which agenda items may be acted on in the absence of a quorum.**
- C. Meetings of Faculty Council will be open to all faculty members and held in rooms large enough to accommodate all faculty members who wish to attend.
- D. **In the event that Faculty business must be carried out remotely or in between regular meetings of Faculty Council, that business will be carried out in such a way that faculty will be notified in advance, will be able to weigh in, and can observe the discussion. A quorum of Faculty Council members must have participated in the discussion before any vote can be held. Such a vote will be valid provided that a quorum of Faculty Council members have voted.**
- E. Any faculty member who wishes to present or discuss issues at a Faculty Council meeting **may propose an agenda item to the Chair in advance of the meeting.**
- F. Faculty Council has the power to vote on any procedural issues affecting Faculty Council business. Substantive issues will be addressed at General Faculty meetings, when Faculty Council votes to advance such issues to the General Faculty meeting agenda. Decisions as to whether a motion is procedural or substantive will be decided by a vote of Faculty Council. **Examples of procedural issues are sending proposals to a committee, forwarding proposals for discussion and action, and setting the agenda for a General Faculty meeting. Examples of substantive issues are curricular changes, educational policies, and other items that require the consensus of the Faculty.**
- G. **Faculty Council meetings will be conducted under the most recent edition of Robert's Rules of Order. The Parliamentarian will advise the Chair and, as requested, other members of the Faculty on procedural issues related to the meeting.**

Rationale for changes:

The additions in parts B and D allow for the Executive Committee to ensure that business moves forward appropriately; the election of these officers at large ensures that they are more broadly representative of the Faculty.

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.

VIII. Voting Rights

- A. All elected members of 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 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 they are an elected member of Faculty Council.

Rationale for changes:

No substantive changes.

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*.

IX. General Faculty Meetings

- A. In accordance with the Faculty Handbook, meetings will ordinarily be held monthly during the Academic Year, with a minimum of one meeting per semester. Procedures for General Faculty meetings will be in accordance with the Faculty Handbook, which discusses quorum and voting procedures.
- B. The Chair of 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, as described under the section on meetings of Faculty Council, are normally considered at a General Faculty meeting after study by a standing committee or an ad hoc committee of Faculty Council. Proposals to be considered by the Faculty should be sent to Faculty Council, through the Chair of Faculty Council, so that they may be studied by the appropriate committee of Faculty Council prior to consideration at a General 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 by Faculty Council on the agenda for a General Faculty meeting, or may even be raised at a General Faculty meeting, should the occasion warrant immediate action.
- D. All members of the Faculty are members with full rights and votes, except as noted in the Faculty Handbook.
- E. General Faculty meetings will be conducted under the most recent edition of Robert's Rules of Order. The Parliamentarian will advise the Chair and, as requested, other members of the Faculty on procedural issues related to the meeting.

Rationale for changes:

Removal of parts D-J is to minimize Handbook quotations.

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.

X. Standing Committees of Faculty Council: Faculty Council has the authority to create standing committees of Faculty Council as appropriate. Because the standing committees may be changed by Faculty Council, they are listed in an appendix rather than in the Constitution itself.

Rationale for changes:

No substantive changes.

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.

XI. Bylaws of the Faculty Council

- A. As stated in the Faculty Handbook, Faculty Council members are elected by the Faculty in each division; no more than two non-officer members may come from the same department; representatives are elected for staggered terms of three years.
- B. Faculty members may serve no more than seven consecutive years on Faculty Council.
- C. Faculty members may serve on no more than two standing committees of Faculty Council, including Faculty Council itself.
- D. Members of the university community who are not members of the Faculty may attend General Faculty or Faculty Council meetings as observers without the right of voting. The Chair may accord observers the privilege of speaking.
- E. Before presenting final reports and recommendations, committees of Faculty Council will solicit feedback from the Faculty in a forum that is accessible to all faculty members.
- F. Reports on issues requiring Faculty action will include the following, as appropriate:
 - 1. A concise statement of the problem.
 - 2. If appropriate, recommendations, preferably in the form of a motion.
 - 3. A summary of feedback received from faculty.
 - 4. Analysis of any alternatives to the recommended motion.
 - 5. Results expected of following the recommendations.
 - 6. Any other information the committee deems relevant.
- G. Changes to the Faculty Council Constitution or Bylaws that are not impacted by the Faculty Handbook will be handled as substantive issues in General Faculty meetings. Therefore, amendment requires approval by a majority of faculty members voting on the issue.

Rationale for changes:

Rather than stipulating no more than two consecutive full terms, we are suggesting no more than seven consecutive years to allow for someone to serve the final year of a term and then two full terms, or for someone to serve an additional year if there is an appropriate candidate who could run in a year's time.

Procedures for meetings have been moved into Sections VII and IX. New numbers of Council members from each division, and numbers of Council members from any particular department, reflect the recommended smaller size of Council. We have eliminated the former section G because it is covered by the new E and F.

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
Military Science

Division II:

Biology
Chemistry
Exercise Science
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
Counseling
Philosophy
Religious Studies

APPENDICES

Appendices are not part of Faculty Council Constitution, nor the Faculty Handbook, and therefore may be modified by Faculty Council as it deems necessary and appropriate.

APPENDIX A

Divisional Structure of the Faculty

The number of divisions of the Faculty is specified by the Faculty Handbook and, therefore, the Faculty Council Constitution. However, the distribution of departments among the divisions of the Faculty is not specified by the Faculty Handbook and may be modified by the Faculty Council, if it is deemed necessary.

Option A	Option B
<u>Division I:</u> Accounting Economics and Finance Management, Marketing, and Supply Chain Military Science Faculty without departmental affiliation	<u>Division I:</u> Accounting Economics and Finance Management, Marketing, and Supply Chain Military Science Faculty without departmental affiliation
<u>Division II:</u> Biology Chemistry Exercise Science and Sports Studies Mathematics and Computer Science Physics Psychology	<u>Division II:</u> Library Biology Chemistry Exercise Science and Sports Studies Mathematics and Computer Science Physics
<u>Division III:</u> Art History Education and School Psychology History Library Political Science Sociology	<u>Division III:</u> Art History Education and School Psychology History Political Science Sociology
<u>Division IV:</u> Classical and Modern Languages and Cultures	<u>Division IV:</u> Classical and Modern Languages and Cultures

Communications
 Counseling
 English
 Philosophy
 Theology and Religious Studies

Communications
 Counseling
 English
 Philosophy
 Theology and Religious Studies

Rationale for changes:

We added a reminder that the appendices may be amended by Faculty Council as needed. The Division options are identical, except for the affiliation of the Library faculty. Option A puts the Library faculty in a division with CAS faculty, while Option B puts the Library faculty in a division with BCOB faculty. Only one option will be listed in the final version of the document, but we felt it was worth discussion in itself.

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. (See Appendix C for Guidelines on determination of "new" program.)
- 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.

APPENDIX B

Standing Committees of Faculty Council

A. Committee on Academic Policies (CAP)

1. Composition:

- a. Four divisional representatives
- b. One at-large member
- c. Committee chair elected at large

2. Duties:

- a. Evaluate all proposed new degree programs.
- b. Conduct review of existing curricula, as directed by Faculty Council
- c. Review and recommend policy on other aspects of the academic experience, such as requirements for degrees, standards of admission, and grading.
- d. Investigate other appropriate matters referred to it by Faculty Council.
- e. Report its findings and recommendations to Faculty Council for possible action by the Faculty.
- f. Submit an annual report of its activities to the Faculty.

Rationale for changes:

Change in the composition of the committee reflects changes to the structure of Faculty Council. (See Parts IV and V of the original Constitution, in comparison with Parts II and III of the proposed revised Constitution.) Appendix C was removed because the revised description of the duties of CAP should be clear enough for Faculty Council to determine whether or not a program proposal needs to go to CAP for evaluation. The other matters that go to CAP were not covered by Appendix C.

<p>B. Committee on Policies for Rank, Tenure and Promotion</p> <p>1. Composition:</p> <ul style="list-style-type: none"> 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 <p>2. Duties:</p> <ul style="list-style-type: none"> a) Review and recommend policy on appointments, promotions, and tenure. 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. 	<p>B. Committee on Policies for Rank, Tenure, and Promotion (RTP)</p> <p>1. Composition:</p> <ul style="list-style-type: none"> a. Four divisional representatives b. One at-large member c. Committee chair elected at large <p>2. Duties:</p> <ul style="list-style-type: none"> a. Review and recommend policy on appointments, promotions, and tenure. b. Before making any recommendation, RTP will consult with a wide range of faculty and faculty groups, such as the Committee on Gender and Diversity and the Untenured Faculty Organization. c. Investigate other appropriate matters referred to it by Faculty Council. d. Report its findings and recommendations to Faculty Council for possible action by the Faculty. e. Submit an annual report of its activities to the Faculty.
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Rationale for changes:
Change in the composition of the committee reflects changes to the structure of Faculty Council. Given that the issues RTP works on are of broad concern to faculty, it is incumbent on RTP to hold discussions with a wide range of faculty and faculty groups.

<p>C. Committee on Policies for Research, Service and Faculty Development</p> <p>1. Composition:</p> <ul style="list-style-type: none"> a) Five divisional representatives b) One at-large member c) Committee chair from the Faculty Council <p>2. Duties:</p> <ul style="list-style-type: none"> 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. 	<p>N/A: committee to be dissolved. Language removed from appendix.</p>
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Rationale for changes:
We recommend the dissolution of RSFD because the normal workload of the committee has been to staff the University Committee on Research and Service. We recommend electing representatives directly to UCRS and that, when necessary, FC appoint an ad hoc committee to review or recommend policy related to research, service, and faculty development.

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. Elections resulting in a tie shall be decided by use of a runoff election.
- 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.

C. Committee on Elections and Nominations

1. Composition:

- a. Four divisional representatives
- b. Committee chair elected at large

2. Duties:

- a. Review and recommend policies for university elections and referenda.
- b. Maintain and update a list of positions to which faculty must be elected.
- c. Prepare a slate of nominations for elected positions held by faculty representatives. This includes faculty committees as specified in the Faculty Handbook and Faculty Council committees.
- d. Conduct elections on faculty positions and proposals. Faculty Council shall determine how to resolve any tied result.
- e. Notify successful candidates and the conveners of committees of results of elections.
- f. Investigate other appropriate matters referred to it by Faculty Council.
- g. Report its findings and recommendations to Faculty Council for possible action by the Faculty.
- h. Submit an annual report of its activities to the Faculty.

Rationale for changes:

Change in the composition of the committee reflects changes to the structure of Faculty Council. An at-large member is not needed to carry out the duties of the committee. It is not always feasible to conduct a runoff election, particularly at the end of the academic year. Maintenance of an archive of committee members has been moved to the duties of the Secretary.

E. Committee on Finance, Faculty Compensation, and Work-Related Policies

1. Composition:

- a) Five divisional representatives
- b) Three at-large members
- c) Committee chair from the Faculty Council

2. Duties:

- a) Become familiar with negotiation skills and collective bargaining from sources determined to be relevant by the committee chair, including course readings and expertise from faculty at JCU. Costs of training seminars or institutes—including registration fees, travel, and meals— will be requested from University funds.
- b) When required, negotiate matters of compensation and work-related policies on behalf of the Faculty with appropriate administrators. Any agreement involving a reduction in compensation or an increase in workload is only ratified when approved in accordance with the relevant requirements of the Faculty Handbook. Failure on the part of Faculty to ratify a proposed agreement as written will require the Committee either to renegotiate or cease negotiations on the issue or issues in question.
- c) Prior to any Faculty vote that may be required for ratification, the Committee will present negotiated agreements as proposals, along with the Committee's rationale and recommendations, at a general meeting of the Faculty.
- d) Review and recommend policies for promoting and supporting competitive compensation and equitable working conditions. Matters concerning gender and diversity will be referred to the Gender and Diversity Committee; collaboration will be offered.
- e) Create and maintain an archival record of negotiations between the Faculty and administration and the outcomes of those negotiations. Access to this archive will be available to all members of the Faculty.
- f) Review and recommend policies for Faculty compensation (e.g., salary and fringe benefits) and workload expectations (e.g., advising load, course-load reductions).
- g) Biannually, request and receive reports from the administration on the distribution of faculty salaries in relation to the CUPA special study. The reports are to be due from the administration every March 16 and October 15 and are to include:
 - a) Current benchmark data on CUPA special study percentiles by rank and discipline
 - b) Current data on the distribution of JCU faculty salaries by rank across CUPA special study percentiles.
 - h) Investigate other appropriate matters referred to it by the Faculty Council.
 - i) Report its findings and recommendations to the Faculty Council for possible action by the Faculty.
 - j) Submit an annual report of its activities to the Faculty.

D. Committee on Faculty Compensation

1. Composition

- a. Four divisional representatives
- b. One at-large member
- c. Committee chair elected at large

2. Duties

- a. Review and recommend policies for promoting and supporting competitive compensation (e.g., salary and fringe benefits) and equitable working conditions and expectations (e.g., advising load and course load reductions).
- b. When appropriate, coordinate with the Faculty Handbook Committee on compensation issues that are addressed by the Handbook.
- c. Annually, request and receive reports from the administration on the distribution of faculty salaries in relation to our peer institutions. The reports are to be due every October 15 and are to include:
 - 1) Current benchmark data by rank and discipline;
 - 2) Current data on the distribution of JCU faculty salaries by rank.
- d. Investigate other appropriate matters referred to it by Faculty Council.
- e. Report its findings and recommendations to Faculty Council for possible action by the Faculty.
- f. Submit an annual report of its activities to the Faculty, including a summary and analysis of the data received from the administration.

Rationale for changes:

Change in the composition of the committee reflects changes to the structure of Faculty Council and an overall desire for smaller committees. We recommend removing language that refers to “negotiation,” since we do not have a collective bargaining relationship with the Administration. We also recommend removing language referring to a specific study (CUPA) that may or may not continue to exist in the future. One report per year from the administration is sufficient.

<p>F. Committee on Gender and Diversity</p> <p>1. Composition:</p> <ul style="list-style-type: none"> 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 <p>2. Duties:</p> <ul style="list-style-type: none"> 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. 	<p>E. Committee on Gender and Diversity</p> <p>1. Composition</p> <ul style="list-style-type: none"> a. Three members elected at large b. Two members appointed by Faculty Council to ensure an appropriate balance of diverse and inclusive viewpoints c. Committee chair elected at large <p>2. Duties:</p> <ul style="list-style-type: none"> a. Review and recommend policies for promoting and supporting equity and diversity on issues relevant to the Faculty. b. Coordinate with other campus groups, particularly the university-wide Diversity, Equity, and Inclusion Committee. c. Consult with Faculty Council concerning faculty appointments to university committees that deal with issues of gender and diversity. d. Provide an informal venue for faculty to voice concerns regarding equity and diversity. e. Investigate other appropriate matters referred to it by Faculty Council. f. Report its findings and recommendations to Faculty Council for possible action by the Faculty. g. Submit an annual report of its activities to the Faculty.
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Rationale for changes:
Change in the composition of the committee reflects a desire for smaller committees. The organization(s) representing faculty of color and women faculty are loosely defined and without clear administrative structure, so it has historically been hard to get nominations from those organizations. We also recognize that organizations representing other diverse groups may arise in the future. Election of at-large members followed by appointments by Faculty Council seems more likely to produce a broadly representative committee.

<p>G. Committee on Enrollment, Financial Aid, and Student Life</p> <p>H. Committee on Revenue and Spending (Dissolved by Faculty Council on October 7, 2015)</p>	<p>N/A: removed sections on dissolved committees.</p>
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Rationale for changes:

<p>APPENDIX C</p> <p>What constitutes a “new academic program” in the sense that it needs to be reviewed by CAP? <i>Adopted by Faculty Council 2/8/12</i></p>	<p>APPENDIX C</p> <p>Meeting agenda templates</p>
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Rationale for changes:
Previous Appendix C was removed because the revised description of the duties of CAP (above, Appendix B.A) should be clear enough for Faculty Council to determine whether or not a program proposal needs to go to CAP for evaluation. The other matters that go to CAP were not covered by this document in any case.

<p>The new Appendix C provides templates for future chairs to use for agendas for both Faculty Council Meetings and General Faculty Meetings, both of which include space to record the quorum for substantive business to be conducted in a given term.</p>	
<p>APPENDIX D Protocols for Treatment of Changes in Benefits <i>Adopted by Faculty Council, May 2012</i></p>	<p>APPENDIX D (Faculty Council should discuss how, or even whether, to amend this appendix.) Protocols for Treatment of Changes in Benefits <i>Adopted by Faculty Council, May 2012</i></p>
<p>Rationale for changes: This appendix was not changed, however we urge Faculty Council to discuss keeping or amending this appendix.</p>	
<p>APPENDIX E Specification of Faculty Council Representatives for Service on “Provost’s Council” <i>Adopted by Faculty Council, May 2012</i></p>	<p>Appendix E removed</p>
<p>Rationale for changes: Provost’s Council is defunct</p>	
<p>APPENDIX F Specification of responsibility to FC Officers for determination of distribution of CLRs or equivalent stipends <i>Authorized by Faculty Council Resolution of May 2, 2012</i></p>	<p>Appendix F removed</p>
<p>Rationale for changes: The content of this appendix has been added to the duties of the Executive Committee above.</p>	
<p>APPENDIX G Attendance Policy for Faculty Council <i>Authorized by Faculty Council resolution of October 12, 2011</i></p>	<p>Appendix G removed</p>
<p>Rationale for changes: The content of this appendix has been added to the responsibilities of Faculty Council members above.</p>	
<p>APPENDIX H Policy on elected Faculty Council and University committee service and leaves of absence. <i>Authorized by Faculty Council resolution of November 6, 2013</i></p>	<p>Appendix H removed</p>
<p>Rationale for changes: This content was also added to the responsibilities of Faculty Council members above.</p>	
<p>Endnotes: Links to Policy Statements and Faculty Council minutes</p>	<p>Endnotes removed</p>
<p>Rationale for changes: The Endnotes of this document were linked to the “Approval and amendment timeline” from the first page of the document--that list was deleted, so these links (many of which are broken anyway) have also been removed.</p>	

