

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, March 2023

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.”

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. 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

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, the Faculty Council Executive Committee, and University committees that are left vacant either following an election or 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;

- 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.

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.

V. Officer Responsibilities

- A. In addition to the duties of the Executive Committee, the Chair will:
 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. Oversee the Faculty Governance budget;
 11. Receive and respond to faculty comments and concerns that inevitably arise.
- B. In addition to the duties of the Executive Committee, the Vice Chair will:
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.
- C. In addition to the duties of the Executive Committee, the Secretary will:
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.

VI. Responsibilities of Members of Faculty Council

A. Attendance Policy

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.
3. Review pertinent documents before each meeting, as circulated by the Chair of 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.

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.

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.

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.

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.

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.

Division I:

Accounting

Economics and Finance

Management, Marketing, and Supply Chain

Division II:

Biology

Chemistry

Exercise Science

Math and Computer Science

Nursing

Physics

Psychology

Division III:

Communication

Counseling

Education

Political Science

Sociology

Library

Military Science

Division IV:

Classical and Modern Languages

English

History

Philosophy

Theology and Religious Studies

APPENDIX B

Standing Committees of Faculty Council

A. Committee on Research, Service and Faculty Development

1. Composition:

- a) Eight divisional representatives, two from each division
- b) Three at-large members
- c) Committee chair chosen from within the committee within 30 days of the beginning of the academic year, or else Faculty Council will appoint a chair from within the committee.

2. Duties:

- a) Review and recommend university-wide policies for research, service and faculty development.
- b) Evaluate applications for Grauel Fellowships, Summer Research Fellowships, Summer Teaching Fellowships, and all other relevant faculty fellowships and internal grants and recommend awards to the Provost.
- c) Review applications and award the Curtis Miles Faculty Service award.
- d) Review and recommend means for professional development of the Faculty.
- 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.

B. Committee on Elections and Nominations

1. Composition:

- a) Three representatives: 1 from Boler, 1 from CAS, 1 At-Large
- b) Committee chair chosen from within the committee within 30 days of the beginning of the academic year, or else Faculty Council will appoint a chair from within the committee.

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.

C. Committee on Faculty Work and Compensation

1. Composition:

- a) Four divisional representatives

- b) One at-large member
- c) Committee chair chosen from within the committee within 30 days of the beginning of the academic year, or else Faculty Council will appoint a chair from within the committee.

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.
- g) Review and recommend policies and definitions relating to faculty ranks, the addition of new faculty ranks or kinds, faculty workload, policies regarding years served, eligibility for tenure, and all other aspects of policy on faculty appointments.

D. Committee on Gender and Diversity

1. Composition:

- a) Five members elected at large
- b) Committee chair chosen from within the committee within 30 days of the beginning of the academic year, or else Faculty Council will appoint a chair from within the committee.

2. Duties:

- 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.

¹ For timeline of amendments prior to 2023, see the archived version of the May 2019 Constitution on the Faculty Council website.