

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 2012
11. Appendix H – Policy on elected committee service and leaves of absence. Approved by Faculty Council, November 2013¹⁰
12. Appendix B amended to add standing Committee on Revenue and Spending. Approved by Faculty Council, April 2014¹¹
13. Appendix A – Divisional Structure of the Faculty – amended by approval of the Faculty Council, December 10, 2014¹²

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.

CONSTITUTION

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| I. Title | Faculty Council |
| II. Responsible to | The 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 | <ul style="list-style-type: none"> 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
- 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.

VI. Officer Responsibilities

- A. The Chair will:
 - 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.
- B. The Vice-Chair will:
1. Assume the responsibilities of the Chair when the Chair is unavailable.
- C. The Secretary will:
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.
- 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.

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.

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.

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*.

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.

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.

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

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.

B. Committee on Policies for Rank, Tenure and Promotion

1. Composition:
 - 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
2. Duties:
 - 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.

C. Committee on Policies for Research, Service and Faculty Development

- 1. Composition:
 - a. Five divisional representatives
 - b. One at-large member
 - c. Committee chair from the Faculty Council
- 2. Duties:
 - 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.

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.

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.

F. Committee on Gender and Diversity

1. Composition:
 - 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

2. Duties:
 - 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.

G. Committee on Enrollment, Financial Aid, and Student Life

1. Composition:
 - a. Five faculty elected by division for three-year terms
 - b. Committee chair from the Faculty Council
2. Duties:
 - a. Through consultation with the VP for Enrollment, become familiar with the admissions and financial aid process, and the operations of the Enrollment Division.
 - b. Advise the VP for Enrollment on academic standards and curricular matters related to standards of admission.
 - c. Report on a regular basis to Faculty Council on university enrollment and financial aid practices and policies.
 - d. Through consultation with the VP for Student Affairs and other relevant administrative personnel, become familiar with the policies and practices of the Student Affairs Division as those policies and practices impact the academic life of the university. Report on a regular basis to Faculty Council on those policies and practices.

- e. Through consultation with the VP for Advancement and other administrative personnel, become familiar with the policies and practices of the Advancement Division as those policies and practices impact the academic life of the university, especially in regard to issues such as endowed faculty positions and academic programs, endowed scholarship funds, and marketing of the university including marketing of departments and programs. Report to Faculty Council as needed on those policies and practices.
 - f. Investigate, report, and recommend policy regarding matters referred to the committee by Faculty Council.
 - g. Submit an annual report of its activities to the Faculty.
- H. **Committee on Revenue and Spending** (Dissolved by Faculty Council on October 7, 2015)
- 1. Composition:
 - a. Three at-large members
 - b. Committee chair from the Faculty Council
 - 2. Duties:
 - a. Promote greater faculty input and involvement in policy and/or decision making on revenue and spending by
 - i. Communicating with the administration on strategic decisions regarding revenue and expenditures; and
 - ii. Communicating with the Executive Director of Academic Finance.
 - b. Serve as a place for stakeholders of the university to present ideas and concerns on revenue generation and/or allocation of resources in any university unit of operation.
 - c. Obtain access to necessary information from relevant units in the university that may be required to investigate/study short-term and/or long-term revenue and spending objectives.
 - d. Appoint ad hoc committees to investigate and report on issues of expenditure and revenues as it deems appropriate in fulfilling its short-term and long-term objectives.
 - e. Investigate, report, and recommend policy on revenue and expenditures to the Faculty Council for action.
 - f. Submit an annual report of its activities to the Faculty.

3. Five years after the formation of this committee, Faculty Council will evaluate the efficacy of and faculty interest in the committee, and determine whether the committee should be modified.

APPENDIX C

What constitutes a “new academic program”
in the sense that it needs to be reviewed by CAP?

Adopted by Faculty Council 2/8/12

CAP **does** need to review any new program that proposes a new academic regimen which does one or more of the following:

- includes the formation of a new department
- includes the formation of a new office of director or head of program
- is interdisciplinary
- is a major, minor, certificate program, etc., proposed by an existing department, but is not already offered by that department
- is a change in the Core requirements for either school of the university
- is a change in the type of degree awarded for an existing program of study

Examples:

- new department in Artificial Intelligence
- new interdisciplinary program in Women’s and Gender Studies
- new HRMgt major in the department of MML
- new CAS Core Requirements

After CAP completes its review, Faculty Council, in consultation with CAP, must determine whether adoption of the new program requires a vote of the faculty.

The following types of changes **do not** need to be reviewed by CAP:

- Adjustments to major, minor, concentration, etc., requirements within an existing department or interdisciplinary program
- Changes in the name of an existing department or interdisciplinary program.
- Additions of new courses to the curricula of existing departments or interdisciplinary programs
- New presentation of existing program(s) (e.g., 5-year BA/MA in English, when BA and MA programs already exist in English, and the 5-year program involves the same requirements for these degrees)
- Anything that poses no academic changes to existing degrees

APPENDIX D

Protocols for Treatment of Changes in Benefits

Adopted by Faculty Council, May 2012

1. During the Spring Semester of each academic year, the VP for the Business Office and the Director of HR (or their representatives) will meet with the FC Compensation Committee to review benefits and to discuss possible changes that may be brought about by the efforts of the Business Office to entertain bids during the summer from new and current providers. Any bids that are then tentatively accepted by the Business Office will be submitted to the review process described below. The purpose of holding this annual discussion in the Spring Semester is to allow the Compensation Committee and the other relevant faculty representatives to accomplish the protocols outlined below, including, if necessary, to prepare a proposal for Faculty consideration early in the ensuing Fall Semester.

2. Before those changes resulting from the annual Spring Semester meeting or any other changes to Faculty fringe benefits are implemented, any proposed change is to be communicated to the Chair of Faculty Council and, if not a result of the annual Spring Semester meeting described in the first plank, to the Chair of the FC Compensation Committee by the VP for Business or other relevant party.
 - a. A change in benefit includes any change to benefits initiated by the University--even a change that has no apparent impact on the "benefits booklet" (as it is labeled in the Faculty Handbook).
 - b. A change in benefit includes even those changes regarded to be an increase in level of benefit.
 - c. A change in benefit includes any change in, or to, "certificate(s) of coverage." However, as it is beyond the knowledge (as well as the control) of the University, it will not include a change in a benefit provider's change in coverage related to whether a prescription medication is treated as preferred or not preferred (or "formulary" or not).
 - d. A change in benefit includes all changes in language--even if intended to be only for clarification--to the benefits booklet.
 - e. A change in benefit includes those that are beyond the control of the University, including those changes that are the result of a government mandate as well as a change or discontinuation of third-party coverage.

3. Each notification of change received by the Chairs of FC and the Compensation Committee is to be reviewed by them in consultation with the other FC Officers,

and the Chair of the Faculty Handbook Committee. They are to include representatives from HR or other relevant University office for clarification of the proposed change and calculations of costs.

- a. The purpose of this review is to determine whether or not the proposed change falls into a category that obviates the need to seek Faculty approval of the change by putting it to a vote of the Faculty.
 - b. Categories that would obviate need for further consideration by the Faculty:
 - i. The proposed change is merely a change in language to the benefits booklet that clarifies the existing and unchanged nature of a particular benefit.
 - ii. The proposed change is of little or no substantive change to an existing benefit--e.g., a change in dental insurance carrier with no change to coverage.
 - iii. The proposed change results from a change over which the University has little or no control (such as vendor rate increase) and the proposed change is the University's effort to minimize the impact of the external change, through, for example, a proposal to replace a benefit that is no longer available with an equivalent benefit.
 - iv. The proposed change does not involve the addition of a benefit that would result in an overall increased cost to others who do not opt for that benefit.
 - v. The change clearly does not have any impact on the benefits described in the benefits booklet that would diminish or reduce those benefits.
4. If the proposed change is determined by at least 2/3rds of the three FC Officers, the Chair of the Compensation Committee and the Chair of the Faculty Handbook Committee to fit into one of the categories described above, then the FC Chair will write a brief report detailing the proposed change with an explanation as to why the proposed change did not merit further evaluation and consideration by the Faculty. (Two thirds of five equals four.) That report shall be announced at the next Faculty Council and Faculty meetings and be made part of the record--e.g., posted by the Secretary on the Reports Page and made part of the minutes for the relevant Faculty Council and Faculty Meetings at which the decision is announced. Unless there is a demand by a majority vote of FC or a majority of faculty in attendance at the next Faculty meeting for the proposed change to be put to a vote of the full Faculty, the proposed change shall then be implemented.

5. If the proposed change is pertinent to an ongoing discussion of benefits or salary, the Chair of the Compensation Committee may, during or as a result of this review, decide to bring the proposed change directly to the consideration of the Compensation Committee so that the proposal might be included as part of the committee's ongoing review or evaluation of a previous proposal for change in benefit or set of benefits. The fact that the proposed change has been taken up by the Compensation Committee is to be announced and made part of the minutes of the next meeting of the FC.
6. If the proposed change is determined by the FC Officers, the Chair of the Compensation Committee and the Chair of the Faculty Handbook Committee to merit further consideration, and it is not relevant to an ongoing review of the Compensation Committee, then the proposed change is to be made an item of consideration at the next FC meeting where it can be referred to the Compensation or other FC committee for study; or, if no further study is deemed necessary by FC, the proposal shall be brought to a meeting of the Faculty for its consideration and, if adopted, to a vote of the full Faculty.
7. Resolutions in support of a proposed change in benefit brought to a vote of the full Faculty as described in plank six (above) shall be considered to be approved by the Faculty if the resolution is supported by a majority of those eligible to vote.

APPENDIX E

Specification of Faculty Council Representatives for Service on “Provost’s Council”

Adopted by Faculty Council, May 2012

Preamble:

Having been empowered by Faculty Council at its meeting of February 8, 2012 to work with relevant administrators to establish a new university committee dealing with university enrollment, the FC Officers had several discussions regarding the establishment of such a committee. As related to the Officers at a meeting with the University Provost, those discussions led to a basic rethinking by several administrators on the scope of what would essentially be a replacement for CUE. The administration’s plan for the purview of the new “Provost’s Council” (or PC) includes enrollment among a wider array of concerns related to the total student experience. Thus, as explained to the FC Officers, the composition of the Provost’s Council includes, among other members, the Provost, the VP for Enrollment, the VP for Student Affairs, and the Academic Deans.

At the same meeting with the Provost, the FC Officers were invited to propose Faculty representation to the new committee.

Resolution:

Therefore be it Resolved that:

Beginning their service as necessary to coincide with the initiation of the new university body, Faculty Council appoints the following members to the Provost’s Council to represent the Faculty, Faculty Council, and the particular constituency of issues related to the FC Committee for which they serve as chair:

1. Faculty Council Vice-Chair, whose charge it is to report regularly to FC on the activities of the Provost’s Council as well as to represent the Faculty and FC to the PC
2. Chair of the FC Committee on Enrollment, Financial Aid, and Student Life
3. Chair of the FC Committee on Academic Policies
4. Chair of the FC Committee on Gender and Diversity

This addition to the duties of these FC chairs and officer will be added as appropriate to the Appendices of the FC Constitution.

Furthermore, in passing this resolution, Faculty Council recognizes that it must maintain its responsibilities to the Faculty and to the University as those responsibility are described in Part One, Section V, as well as Part One, Sections IV and VI of the Faculty Handbook.

APPENDIX F

Specification of responsibility to FC Officers for determination of distribution of CLRs or equivalent stipends

Authorized by Faculty Council Resolution of May 2, 2012

1. As necessary, the FC Officers are to consult with the JCU Provost to determine total number of CLRs or stipend equivalents available for members of FC who shall be compensated for the time required to carry out their duties related to Faculty Council with a CLR or stipend.
2. The FC Officers are to assign the CLRs/Stipends for each semester after giving careful consideration to the workload for each member. Normally, the FC Chair and the FC Secretary shall have a CLR/Stipend each semester; the Chair of the Committee on Finance, Compensation, and Work-Related Issues will have at least one CLR/stipend during the academic year.
3. The distribution list for the CLRs/Stipends is to be announced at the beginning of each semester.

APPENDIX G

Attendance Policy for Faculty Council

Authorized by Faculty Council resolution of October 12, 2011

Proposal 1:

Any Faculty Council member who misses more than three Faculty Council meetings (including special meetings) in one academic year has, thereby, resigned from the Council and her or his seat should be filled as soon as reasonably possible by the FC Election committee. Until a new representative is elected the member's seat will be considered vacant and therefore the Council quorum will be recalculated according to total seats filled.

Proposal 2:

Any Faculty Council member who misses more than three general Faculty meetings (including special meetings) in one academic year has, thereby, resigned from the Council and her or his seat should be filled as soon as reasonably possible by the FC Election Committee. Until a new representative is elected the member's seat will be considered vacant and therefore the Council quorum will be recalculated according to total seats filled.

APPENDIX H

Policy on elected Faculty Council and University committee service and leaves of absence.

Authorized by Faculty Council resolution of November 6, 2013

BE IT RESOLVED that the Faculty Council establish a policy with respect to elected Faculty Council and university committee service and leaves of absence such that (1) as long as a Faculty member's leave of absence extends no longer than two successive semesters, the on-leave Faculty member may choose to retain a committee seat for the term of office that extends beyond the period of that leave of absence; and (2) the Faculty Council shall appoint, by majority vote an interim committee member to fill the on-leave Faculty member's seat for the duration of that leave of absence. Prior to going on leave, the Faculty member must indicate in writing to the Academic Vice President and the Chair of the Faculty Council the committee to which the Faculty member wishes to retain the right, and an intention to keep informed about the deliberations of the committee.

Comments:

1. It is the responsibility of Faculty who are going on leave to notify the Chair of Faculty Council if they wish to retain their committee assignments.
2. Faculty going on leave who wish to retain their committee assignments are encouraged to nominate a candidate for the interim committee position. If the elected position is a divisional position, the nominee should be from the correct division.
3. If possible, the faculty member going on leave should notify the Chair of Faculty Council of his or her desire to retain the committee assignment before the last Faculty Council meeting of the semester before the leave. This will give Faculty Council the opportunity to appoint an interim committee member before the start of his or her term of office.

Endnotes:

Links to Policy Statements and Faculty Council minutes

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- ¹ <http://faculty.jcu.edu/facultycouncil/pages/proposals/#2010>
- ² <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/07/FC-Minutes-March-10-2010-DRAFT.pdf>
- ³ <https://canvas.jcu.edu> See the Course, Faculty Business – Sensitive: Archived Documents 2011-11
- ⁴ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/07/FC-Minutes-Apr-13-2011.pdf>
- ⁵ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/06/FCm-20111012-Minutes-for-Faculty-Council-Meeting-2.pdf>
- ⁶ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/06/Minutes-of-the-FC-February-8-2012.pdf>
- ⁷ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/06/FC-Minutes-April-11-2012.pdf>
- ⁸ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/06/FC-Minutes-May-2-2012.pdf>
- ⁹ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2012/06/FC-Minutes-May-2-2012.pdf>
- ¹⁰ http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2014/01/Nov_06_FC_Meeting_Appendicies_sm.pdf ;
http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2013/10/FC_Minutes_Sept_11_2013_approved.pdf
- ¹¹ <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2014/04/appendix-for-apr-9-fc-meeting-small-part-2.pdf>
- ¹² <http://facultymedia.jcu.edu.s3.amazonaws.com/facultycouncil/files/2015/01/Minutes-council-12.10.14.pdf>