

Faculty Handbook

University of Dallas



November 6, 2020

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Chapter One

THE MISSION OF THE UNIVERSITY

The Mission of the University

1.1 The University of Dallas is dedicated to the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education. The University seeks to educate its students so they may develop the intellectual and moral virtues, prepare themselves for life and work in a problematic and changing world, and become leaders able to act responsibly for their own good and for the good of their family, community, country, and church.

1.2 The University understands human nature to be spiritual and physical, rational and free. It is guided by principles of learning that acknowledge transcendent standards of truth and excellence that are themselves the object of search in an education.

1.3 The University is especially dedicated to the pursuit of liberal education in both its undergraduate and graduate programs. In its liberal arts programs the University is committed to the recovery and renewal of the Western heritage of liberal education. The University is equally

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

1.7 The College also offers programs through which students may take a responsible part in the rich and varied life of the campus and the surrounding community. The undergraduate curriculum is designed to provide students with the knowledge and skills necessary to succeed in the workforce whether through immediate career entry or through further education in graduate and professional schools.

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

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Chapter Two FACULTY

Definitions

2.1 Regular faculty are those teaching faculty who are appointed to a tenure-track position,

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

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

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

2.5.c Privileges. The awarding of the emeritus rank will be accompanied by the following privileges. The first five privileges are available to all faculty who retire from the University:

- faculty identification card;
- library privileges;
- e-mail address and access to the campus computer network;
- emeritus rank and access to the University of Dallas campus;
- faculty campus parking privileges;
- use of University of Dallas letterhead;
- listing in the University Bulletin;
- access to research facilities and office space, if available.

2.6 The Braniff liberal arts graduate faculty is appointed by the President from among the regular, affiliate, and adjunct faculty who are qualified to teach in the Braniff liberal arts graduate programs

2.7.a All appointments to the regular, library, and affiliate faculty are made by the President or the Vice President for Academic Affairs, or the Dean of the College of Arts and Sciences, or the Dean of the College of Business, or the Dean of the College of Education, or the Dean of the College of Health and Human Services, or the Dean of the College of Letters and Social Sciences, or the Dean of the College of Science and Mathematics, or the Dean of the College of Theology and Religious Studies, or the Dean of the College of Environmental and Forestry Studies, or the Dean of the College of International Studies, or the Dean of the College of Public Health and Community Medicine, or the Dean of the College of Nursing, or the Dean of the College of Pharmacy, or the Dean of the College of Podiatric Health Professions, or the Dean of the College of Veterinary Medicine, or the Dean of the College of Architecture and Planning, or the Dean of the College of Design, or the Dean of the College of Music, or the Dean of the College of Fine Arts, or the Dean of the College of Journalism and Mass Communication, or the Dean of the College of Communication Studies, or the Dean of the College of Health, Behavior, and Society, or the Dean of the College of Population, Family, and Reproductive Health, or the Dean of the College of Global Health, or the Dean of the College of Environmental and Occupational Health, or the Dean of the College of Public Health and Community Medicine, or the Dean of the College of Nursing, or the Dean of the College of Pharmacy, or the Dean of the College of Podiatric Health Professions, or the Dean of the College of Veterinary Medicine, or the Dean of the College of Architecture and Planning, or the Dean of the College of Design, or the Dean of the College of Music, or the Dean of the College of Fine Arts, or the Dean of the College of Journalism and Mass Communication, or the Dean of the College of Communication Studies, or the Dean of the College of Health, Behavior, and Society, or the Dean of the College of Population, Family, and Reproductive Health, or the Dean of the College of Global Health, or the Dean of the College of Environmental and Occupational Health, as appropriate. Appointments of adjunct faculty are made by the President or the Vice President for Academic Affairs, or the Dean of the College of Arts and Sciences, or the Dean of the College of Business, or the Dean of the College of Education, or the Dean of the College of Health and Human Services, or the Dean of the College of Letters and Social Sciences, or the Dean of the College of Science and Mathematics, or the Dean of the College of Theology and Religious Studies, or the Dean of the College of Environmental and Forestry Studies, or the Dean of the College of International Studies, or the Dean of the College of Public Health and Community Medicine, or the Dean of the College of Nursing, or the Dean of the College of Pharmacy, or the Dean of the College of Podiatric Health Professions, or the Dean of the College of Veterinary Medicine, or the Dean of the College of Architecture and Planning, or the Dean of the College of Design, or the Dean of the College of Music, or the Dean of the College of Fine Arts, or the Dean of the College of Journalism and Mass Communication, or the Dean of the College of Communication Studies, or the Dean of the College of Health, Behavior, and Society, or the Dean of the College of Population, Family, and Reproductive Health, or the Dean of the College of Global Health, or the Dean of the College of Environmental and Occupational Health, as appropriate. 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Appointment of a priest or religious requires that the University receive written indication from the religious superior of the prospective faculty member that he or she may accept the appointment. This last provision is not an application of Canon 812.

- have a thorough and demonstrable knowledge of their field and of recent developments within it;
- connect their subject to related areas of knowledge;
- devise appropriate learning objectives and the means by which students can achieve them;
- organize and present their subject matter clearly, coherently, and imaginatively;
- are actively concerned with the intellectual and ethical development of students;
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2.12.b Intellectual Achievement and Growth. While teaching excellence is the primary criterion of faculty performance, it is not sufficient. The second criterion for professional advancement is intellectual achievement. Faculty members are expected to have an ongoing intellectual life within their fields of study, both to nurture their development as excellent teachers and to contribute to their fields of study. Thus retention and advancement presume that a faculty member has completed the appropriate terminal degree and is engaged in intellectual activity beyond the work required for the degree. This intellectual activity should manifest itself in forms vj cvecp dg uj ctgf y kj r ggtu k p vj g hcewv{ o go dgtu hgrf dqj k puf g cpf qwukf g vj g Uplxgtukv{ of Dallas.

Dgr gpf kpi qp qpgu hgrf , uwej cevxxv{ o c{ kpenf g dwku pqvrko kgf vq:

- scholarly publications;

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- advising students and writing letters of recommendation for them;
- serving on committees and on the Faculty Senate;
- working with the staff in the areas of publications, alumni relations, recruitment, admissions, student services;
- promoting student extracurricular activities;
- performing administrative duties for academic departments and programs;
- obtaining funded grants.

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

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

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

- teaching;
- lecturing;
- preaching;
- performing;
- advising;
- writing and editing;
- translating and inBT/F1 0 G[(/F1 12 Tf1 0 0.55 Tm1(nd in;37929.372 0 612 792 reW*ñBT/F5 12 Tf1

2.13.c Associate Professor. Appointment to this rank is given to those who possess the highest degree and who have demonstrated significant growth as teachers and scholars in their disciplines through publications or other creative activities.

2.13.d Professor. Appointment to this rank is given to those who possess the highest appropriate degree and who have rendered distinctive and outstanding service as teachers, scholars, and colleagues.

- a teaching portfolio containing course syllabi, tests, assignments, lecture material, web pages, and other relevant documentation.

The presenter, or in the case of Braniff terminal professor, or the appropriate dean in the Gupta College of Business or the Neuhoff School of Ministry will be the presenter, except in the case that the departmental chair is a member of the Rank and Tenure Committee. In that case, and in other exceptional cases, the Dean will appoint another member of the College or school to be the presenter. The presenter will provide:

- teaching evaluations for each semester and each course taught by the faculty member

- (3) Tenure-track faculty may make a request to the Provost and the Dean of the college or school to add one more year to the probationary period for tenure for significant family reasons (pregnancy, birth or sickness of a child, care of elderly parents, etc.) or for significant personal medical reasons. This extension can only be granted once for one year. The request must be made in writing normally before May 1 of the year before the tenure review (typically the sixth year).

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

2.15.e The faculty member will supply:

- a current CV;
- a statement of teaching aims and scholarly activity;
- evidence of scholarly activity (publications and evidence of ongoing research) or artistic achievements;
- reviews, citations, and other testimonials;
- a teaching portfolio containing course syllabi, tests, assignments, lecture material, web pages, and other relevant documentation;
- a list of the names of three possible outside reviewers with a short explanation of their qualifications.

The program director of the relevant terminal program in the Graduate School or appropriate dean in the Gupta College of Business or the Neuhoff School of Ministry will be the presenter, except in the case that the departmental chair or dean is a member of the Rank and Tenure Committee. In that case, and in other exceptional cases, the dean, in consultation with the chair, will appoint another member of the college or school to be the presenter. The presenter will provide:

- teaching evaluations for each semester and each course taught by the faculty member under review;
- a summary of interviews or surveys conducted by the presenter (and by the Constantin College dean if faculty is a member of Constantin, and by the Braniff Dean if faculty is a member of Braniff) with students selected by the presenter to represent a broad range of abilities. The interviews can be conducted either in person or by phone or electronically;
- a summary of interviews or surveys with faculty members in the department, in the Braniff Graduate School, or in the Gupta College of Business, or in the Neuhoff School of Ministry;
- a written and an oral report concerning teaching, scholarship, and service of the faculty member;

- a list of the names of three possible outside reviewers with a short explanation of their qualifications.

Reviewers selected from among the names submitted by the candidate for tenure and the presenter. At least half of the requests for outside evaluations will come from the list of names supplied by the faculty member.

These requests will be accessible for inspection by the members of the Committee at least two weeks in advance of the hearing.

2.15.f

2.17 Each year the President shall report the retention, tenure, and promotion decisions to the Academic Affairs Committee of the Board, and inform this Committee of the reasons for the decisions. The President shall also report to the Board the reasons for the decisions.

Library Faculty: Appointment, Retention and Promotion

Sections of 2.1862.23 apply specifically to library faculty. Unless otherwise specified in subsequent sections, these sections do not apply to other faculty.

2.18 Criteria for Appointment, Retention, and Promotion of the Library Faculty. The University seeks to appoint and advance library faculty of good character who are committed to the purposes of the University (1.161.4), whose conduct as library faculty is supportive of these purposes and consistent with the ethics of the library profession, and who will be contributing and valued colleagues on the faculty. Within these general criteria, the specific criteria to be used in the evaluation of individual library faculty members for appointment, retention, and promotion

2.19 Ranks. The policies of the University governing the ranks of library faculty are as follows and are to be understood in light of the general criteria stated in section 2.18. Advancement in rank presumes that the librarian has already fulfilled the requirements for the lower ranks.

2.19.a Assistant Librarian. In order to qualify for the rank of Assistant Librarian, a member of the library faculty must hold the Mcuwtøu of Library Science or Mcuwtøu of Information Science degree from a school accredited by the American Library Association, or, in exceptional cases, have a graduate degree and expertise which is appropriate to library functions. The Assistant Librarian must also show promise of achieving the kind of excellence described in the criteria for library faculty (section 2.18).

2.19.b Associate Librarian. Appointment to this rank is given to a member of the library faculty who meets the degree requirements for Assistant Librarian and who has at least six years of professional experience in a college or university or equivalent library. Appointment to this rank will normally require evidence of formal training beyond the o cuwtøu degree, significant professional contributions to the library, an

2.34.b All members of the faculty are permitted to accept appropriate fees for professional activities outside the University. These and other, non-remunerative activities may not, however, be equivalent of one full day a week in the case of a full-time faculty member. Exceptions require approval of the appropriate academic dean.

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

Grievances

2.37 Grievances

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

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

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

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

2.37.e A Grievance Committee for a particular grievance shall be selected from the list of panel members. If the number is not thereby reduced to three, it shall be reduced to three by lot. The remaining three panel members shall constitute the Grievance Committee. In the event that one or more of the three remaining panel members are unable to serve on the Grievance Committee, substitute committee members shall be nominated by the officers of the Faculty Senate and appointed by the President.

Unless otherwise specified in a particular section, the following provisions on faculty

applied to the number of probationary years required for tenure review. Nor will such a leave be applied for either regular or library faculty to the number of years needed for sabbatical leave.

2.38.e Length of Leave. All leaves of absence without pay terminate on or before one calendar year from the date on which the leave began, as specified in the letter granting the leave.

Final notice of separation shall be given to a teaching or library faculty member at least a full semester in advance of the separation date, unless a shorter notice is required because of an emergency situation. The position of a tenured faculty member shall not be filled within a period of three years, unless the separated faculty member has been offered reappointment with tenure and a reasonable time within which to accept or decline the offer of appointment.

Non-Academic Leaves of Absence

2.44 Military Leave. Time spent in military service is not applicable to the years required for academic tenure. For procedures regarding military leave, faculty should consult the Employee Handbook or the Human Resources department.

Disciplinary Action

2.45 A teaching or library faculty member is subject to disciplinary action for one or more of the following causes: unprofessional conduct; unethical conduct which is inconsistent with professional or collegial responsibilities; neglect of professional duties or inability to perform them satisfactorily; unsatisfactory performance, which, in the case of teaching faculty, is characterized by markedly decreased effectiveness in teaching, or scholarship; or causes of a similarly serious nature adversely affecting performance or involving conduct detrimental to the University or incompatible with its stated mission and purpose (see chapter 1).

Disciplinary action may include dismissal, demotion in rank or salary, suspension without pay, or ineligibility for promotion for a specified period of time. Dismissal is the abrogation of a position in the University. Except as provided in section 2.46, disciplinary action may not be imposed prior

conduct on which the charges are based. The notice shall include a copy of these procedures and also inform the person charged of the need to choose the type of proceeding, as provided in section 2.47.d.

2.47.c The person charged is encouraged to meet with the Provost and to resolve the matter without a disciplinary action proceeding.

2.48.e Members of the Committee, and all persons involved in the proceedings, shall disclose any information received in the proceedings, except as disclosure may subsequently be required pursuant to lawful court order, or may be required to disclose information in a written report.

2.49 Formal Proceeding

2.49.a This formal procedure shall be used only in the event that it has been chosen in writing by the person charged, as provided in section 2.47.d. In accordance with this formal procedure, the person charged and the University shall each have the right to be represented by legal or other counsel during the course of the proceedings. (Counsel shall be limited to one representative each.)

2.49.b Within 30 days of the receipt of the written notice of charges, the Provost shall initiate the selection of the Disciplinary Action Committee from the panel established for grievances, in the same manner as prescribed in section 2.37 for the selection of a Grievance Committee.

2.49.c The President shall appoint a Hearing Officer to preside over the hearing described in section 2.49.e. The Hearing Officer shall be selected from a panel of such officers established by the Executive Committee of the Board of Trustees.

Members of the panel of hearing officers shall be attorneys who have been members of the

the Board of Trustees, with copy of the President, no later than 30 days after the receipt of written appeal.

2.50.c The Executive Committee shall promptly review the record of the disciplinary action proceeding and reach a decision based upon its review of the appeal, the record, and such other investigation as it may deem appropriate.

2.50.d If the President did not accept the recommended disciplinary action, the Executive Committee shall meet with the members of the Disciplinary Action Committee to discuss their recommendation.

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

Policy in Regard to Inventions, Patents, and Copyrights

2.51 Rapid and evolving technological changes, emerging opportunities and challenges, and concern for the public interest and the broader purposes of this University make it advisable for the University to set forth its policies with respect to inventions, patents, and copyrights which may result from University activities. The complex and evolving nature of these issues makes it impractical to state a comprehensive policy that can be mechanically applied to every situation that might arise. It is therefore expected that detailed policy will evolve from particular cases based on interpretation of the following general principles:

- The mission of the University is and will continue to be to encourage research, teaching, and scholarship for the widest benefit and the broadest public good, without regard to potential gain from commercial or other royalties.
- Consistent with that mission, it may nevertheless be appropriate and desirable for the University and individual authors and inventors to benefit financially from the sale of products based on their inventions or other creative works.
- When significant use is made of University time or facilities, it is reasonable for the University to participate in the fruits of any commercial introduction of such inventions or works, and to use any funds thus accruing to the University for the purpose of advancing and encouraging further research and scholarly endeavors.

2.51.a Inventions and Patents. When research or other activities carried out at the

individual according to particular circumstances, but generally the inventor may receive between 15% and 50% of any net proceeds that result from commercial exploitation after costs incurred have been taken into account. If the University elects not to pursue patent or other protection, the individual may do so on his or her own.

2.51.b Copyrights. Ordinarily, the University will not assert an interest in faculty-authored scholarly works, art works, musical compositions, and dramatic and non-dramatic literary works created by a faculty member, or is a work for hire under the terms of the Copyright Act of 1976 as amended, or it is desirable and appropriate for the University to retain a unified copyright in an entire body of work to which an individual has contributed in part (such as the Distance Learning Initiative of the Gupta College of Business).

2.51.c Administration. The University shall have a committee, the Intellectual Property Administration, L.L.C., to manage the University's intellectual property. Its managers shall consist of the Provost, the Vice President for Business and Finance, and the President of the University or his designee. Matters Temporal, L.L.C. shall have wide discretion to implement this policy, to advise on further policies and implementations, to evaluate and introduce discoveries or inventions commercially, to make final determinations in particular cases with respect to royalty issues, and otherwise to handle and administer the intellectual properties and rights of the University. It is expected that the conditions for any commercial exploitation of intellectual properties or rights shall be consistent with the policies of the University, the terms of any outside sponsorship of the activities that led to the discoveries or inventions, and the requirements of law and professional ethics.

New Schools and Endowed Chairs

2.52 New Schools and Endowed Chairs

2.52.a New Schools. Periodically, the University may consider the establishment of a new degree-granting college, school, or institute or the establishment of a non-degree granting program or center whose scope lies beyond the existing responsibilities of a college, school, institute, or department. When such circumstances arise, University administration shall consult with the faculty representatives from the departments or schools affected by the new entity in order to investigate the desirability, suitability, and feasibility of establishing such an entity. Formal proposals regarding the establishment of such entities should seek input from the affected parties and should be presented to the Faculty Senate for timely review and recommendation.

See the appendix for suggested practices.

2.52.b Endowed Chairs. Periodically, the University may consider the creation of an endowed chair or fellowship. When such circumstances arise, University administration shall consult with the faculty representatives from the departments or schools affected by the new entity in order to investigate the desirability, suitability, and feasibility of establishing such an entity. Formal proposals regarding the establishment of such entities should seek input from the affected parties and should be presented to the Faculty Senate for timely review and recommendation.

See the appendix for suggested practices.

Chapter Three
INSTRUCTION

Instructional Principles

Classes

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

individual evaluation to be made by the professor, but this should be clearly stated to those enrolled. If this is done, no formal contract is to be implied, suggesting that if certain conditions are fulfilled by the student in a technical manner a guaranteed grade will be issued.

3.13 The awarding of grades at the end of a course is a serious duty of every professor. Every grade which is given by a professor will involve a judgment by the professor of the student's achievement and growth during the term. A professor's grade is privileged and must be defended by colleagues and administrators unless valid reasons are called into question. But this judgment must never be subject to quibbling by students, easy challenges, or undue interference from administrators or outsiders.

3.14 A student who believes a final grade has been miscalculated should, within the time limits of section 3.16, ask the professor to review the matter. If a grade change is warranted, the professor should report this to the Registrar.

3.15 If a student wishes to request a review of a grade, the student may submit a written request for a review by the appropriate academic dean. This request must be filed within 30 days of the end of the semester. The dean or the professor may attempt to resolve the dispute about the grade. If the dispute is not resolved, the student may request a review by the appropriate academic dean.

3.16 No grade change will be accepted after 30 days of the end of the semester unless authorized by the appropriate academic dean. Requests for change in grade which would make the student eligible for academic honors, or for graduation, or which would prevent dismissal for academic deficiencies must be made before the regular date on which those actions are taken.

Texts

3.17 The appropriate departments, faculty, and staff should select the list of texts required in their respective departments to the University bookstore. Once a textbook form is submitted to the bookstore, it becomes a requisition for the ensuing semester and cannot be changed. When a book list is submitted past the required time—normally 60 days prior to the beginning of any term—the bookstore will not be responsible for the late arrival of textbooks.

Chapter Four THE FACULTY SENATE

The Role of the Faculty Senate

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

4.2 The particular responsibilities of the Faculty Senate are:

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

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

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

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

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

4.2.d Student Life: To advise and cooperate with the Dean of Students in matters of concern to the faculty regarding the quality and integrity of student life.

4.2.e. Academic Affairs: To meet with the President at the beginning of each academic year to discuss matters of mutual concern, and at such other times as may be requested by either the President or the Chair of the Senate. Prior to the first Senate meeting of each semester, the Senate Chair may call an informal meeting of its elected members to discuss the matters they wish to discuss. At least once each year the officers of the Senate shall meet with the Academic Affairs Committee of the Board of Trustees to report on Senate activities and the concerns of the faculty. In extraordinary circumstances, the Senate may elect members, who shall take no formal action but may instruct the officers of the Senate to meet with the President or the Chair of the Board to discuss their concerns regarding the state of the University.

4.2.f Standing Committees: To nominate members of the faculty for appointment by the President to the following standing committees:

- Committee on Undergraduate Admissions and Financial Aid;
- the four Committees on Academic Discipline;
- Committee on Student Discipline;
- Student Life Committee;
- Library Committee;
- University Benefits Committee;
- Athletics, Sports, and Recreation Committee;
- Copyright and Intellectual Property Committee;
- the Committee on the Faculty Handbook.

4.3 The members of the Senate are:

4.3.a Twenty (20) members of the regular faculty or library faculty. Ten (10) members are elected at large. The remaining seats are allocated as follows: Six (6) from Constantin/Braniff, two (2) from the Gupta College of Business, one (1) from the Neuhoff School of Ministry, and one (1) from the Library.¹

4.3.b The Provost, the Dean of the Braniff Liberal Arts Graduate Programs, the Dean of Constantin College, the Dean of the Gupta College of Business, the Dean of the Cowan-Blakley Memorial Library, and the Dean of the Neuhoff School of Ministry.

2. The Gupta College of Business faculty shall constitute the second group. Ten faculty members shall be nominated from the Gupta College of Business group.
3. The Neuhoff School of Ministry shall constitute the third group. Two faculty members shall be nominated from the Neuhoff School of Ministry group.
4. The Library Faculty shall constitute the fourth group. Two faculty members shall be nominated from the Library group.

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

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

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

- The faculty electorate in the Constantin and Braniff group shall be instructed to vote for no more than sixteen candidates.
- The faculty electorate in the Gupta College of Business group shall be instructed to vote for no more than ten candidates.
- The faculty electorate in the Neuhoff School of Ministry and the Library faculty groups shall be instructed to vote for no more than two candidates in each group.

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

4.10 Election

4.

4.10.c In the event that vacancies occur on the Senate by reason of leaves, sabbaticals, teaching assignments, extended illness, or causes of similar nature, the membership of the body shall be brought to full strength by the Chair by recourse to the vote tallies of the year that the vacating Senator was elected. In the case of resignation, the newly appointed Senator will complete the term of office of the vacating Senator.

above and to the grievance panel *per* section 2.37.c. above. Prior to the Committee's final recommendations, one of its members should discuss possible candidates with the University Administrator responsible for the area falling within the Standing Committee's purview. The Senate should make its nominations to the President early in the Fall semester.

Meetings of the Faculty Senate

4.17 The Faculty Senate shall meet at least twice a semester during the academic year. Other meetings shall be called by the Chair or by at least one-third of the Senate membership.

4.18 Members of the Senate shall be notified in advance of the matters to be discussed at the meetings. Two-thirds of the membership must be present for a vote on any Senate action to be official. Questions shall be decided by an absolute majority of the members present and voting. Each member has only one vote. On any question (except as provided in section 4.11 above) the Each member

Chapter Five

THE UNIVERSITY COUNCIL AND STANDING COMMITTEES

5.0 In order to ensure the continuity of existence of the University Council and the standing committees of the University defined in this chapter, members shall serve until they are replaced by appointment or election, as long as they retain the status that qualified them for membership in the first place.

University Council

5.1 The purpose of the University Council is to advise the President regarding University administrative policies or procedures currently under review or that would seem to require review. This will specifically include institutional planning and priorities and the review of the annual budget.

5.2 The membership of the University Council includes the President, any administrative officers holding the title of Vice President, the Provost, the academic deans, the Dean of the Library, the Dean of Student Life, and the officers of the Faculty Senate. The President may invite other members of the administration or faculty, and the chair of the Faculty Senate may invite other members of the faculty.

5.3 The President shall serve as chair of the University Council, which shall meet at the beginning of each semester and at other such times as may be requested by either the President or the Chair of the Senate.

Council of Deans and Chairs

5.4 The Council of Deans and Chairs is chaired by the Provost, and is composed of

- the academic deans;
- the academic associate and assistant provosts and associate and assistant deans;
- the Dean of the Library;
- the chairs of all departments within the Constantin College; and
- the Dean of Student Life.

The Provost may invite other members of the administration, faculty, or staff to participate.

The Council advises the Provost regarding administrative, procedural, curricular, or policy matters affecting students or faculty. The Council of Deans and Chairs also advises the President regarding appointments to the University curriculum committees, to the Committee on Rank and Tenure, and to the Library Committee on Rank and Retention.

5.10 The Braniff Liberal Arts Graduate Curriculum Committee is composed of the Graduate Dean, who shall serve as committee chair, and the directors of the Braniff liberal arts graduate programs.

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

5.12 The Joint Committee on Business Education serves as the curriculum committee for the undergraduate degree(s) offered in conjunction with the Gupta College of Business. The membership of the Joint Committee on Business Education is composed of the Assistant Dean for Undergraduate Business (committee chair), six members from the Gupta College of Business faculty (normally to include all Gupta College of Business faculty designated as primarily undergraduate faculty), five members from Constantin College or the Neuhoff School of Ministry, and the deans of the Gupta College of Business and Constantin College. Appointment of Gupta College of Business faculty shall be made by the Dean of the Gupta College of Business, and nominations of the remaining faculty members shall be made to the Provost by the Assistant Dean for Undergraduate Business after consultation with the Deans of Constantin College and the Neuhoff School of Ministry.

candidate comes up for promotion to full professor. Four tenured faculty members shall be chosen to represent the four academic units of the University: one each from the Constantin College, Braniff Graduate School, Gupta College of Business, and Neuhoff School of Ministry faculties. In the case where there is not an eligible faculty member available to represent a school, the President shall appoint a member of the tenured faculty at large. The fifth faculty member of the committee will be appointed from the tenured faculty at large. The chair and the five appointed faculty members are the voting members of the committee.

It is the responsibility of the Committee to judge the quality of the teaching, scholarship, and service of each of the candidates for retention, promotion and tenure. The committee will maintain confidentiality with respect to the information about the candidate and with respect to the deliberations of the Committee. In its considerations, the Committee shall be careful to respect

v j g e c p f k c v g a c e c f g o k e h g g f q o t k i j u c u f g h p g f k p u g e v k p p 2.26.

appointed by the President from a list of five nominees provided by the Faculty Senate; their term of service will ordinarily be two years, with at least one new member appointed each year. One undergraduate student, nominated by the Student Government Executive Council and approved by the Student Government assembly, shall serve a one-year term. Three graduate students, one from the Braniff Graduate School of Liberal Arts, another from the Gupta College of Business, and a third from the Neuhoff School of Ministry, shall serve one-year terms; they shall be appointed by the deans of their respective schools based on consultation with faculty. The Committee shall elect one of the three faculty members chair and elect one other member of the committee as secretary. All members except the Dean of Students are voting members. Where appropriate, the Committee may invite faculty, administrative staff, and students to serve as non-voting consultants on relevant issues that come before the Committee

A quorum having been met, recommendations and resolutions of the Committee require a simple majority of those in attendance to be forwarded by the secretary or chair to the appropriate area head or committee.

discipline, and two faculty members appointed by the President from a list of four nominees provided by the Faculty Senate.

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

5.28.d The Neuhoff School of Ministry Academic Review Board: Academic or disciplinary matters concerning School of Ministry students are referred to the School of Ministry Academic Review Board, which shall consist of three full-time School of Ministry faculty members appointed by the President from a list of four nominees provided by the Faculty Senate.

Committee on Student Discipline (Disbanded)²

~~5.29 The Committee on Student Discipline is concerned with violations of non-academic discipline.~~

Committee. The purpose of the liaison is to improve communications and to inform Student Government of the deliberations and actions taken by the various committees.

Copyright and Intellectual Property Committee

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

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

Committee on the Faculty Handbook

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

5.42.a It coordinates all changes to the Handbook, in accordance with the procedures outlined in the Foreword. (i) Thus, in the case of a minor change, the President will inform the Committee as soon as he or she has authorized such a change. The Committee on the Faculty Handbook will then incorporate the change into the Handbook and advise the faculty that the amendment has occurred. (ii) In the case of a change initiated by the Faculty Senate, the vice chair of the Senate will advise the Committee of the change that has been recommended; the Committee

5.42.c The Committee on the Faculty Handbook will periodically conduct workshops to acquaint the faculty with particularly important provisions of the Handbook, or to explain significant amendments. Such workshops shall be conducted at the beginning of each academic year for new faculty members and otherwise as needed.

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

Chapter Six

OFFICERS OF ACADEMIC ADMINISTRATION

The President and the Board have the authority, as defined by the By-Laws of the University of North Carolina, to assign and change the responsibilities as appropriate. The Faculty Senate will be consulted prior to any major changes in those academic structures and responsibilities that directly affect the faculty. Effort should be made to ensure timely communication of these changes to the Faculty Senate so that the changes can be included in this chapter of the Faculty Handbook.

Chief Officers of Administration

6.1 The President, the Vice President or Vice Presidents, including the Provost, and all other officers of the administration. These officers are appointed by, or their appointment is subject to approval of,

The Vice-Presidents

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

The Provost

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

6.5 The Provost shall have the following duties:

- a) to develop and administer the University's strategic plan;
- b) to represent the University at such as accreditation agencies, higher education associations, and state and federal education agencies;
- c) to assist in the development of the budget for the instructional and academic support programs, and advise the President regarding the allocation of University resources;
- d) to develop and administer appropriate personnel policies, review and recommend faculty for appointment, retention, tenure, promotion, and leaves of absence;
- e) to work to maintain and enhance the University's programs in close consultation with the appropriate deans;
- f) to develop with the appropriate deans a system of review and development of new and existing academic programs;
- g) to approve all searches for academic positions
- h) to advise the President on University policy matters and serve as an

i)

- i) to chair the Undergraduate Curriculum Committee, the Committee on Academic Discipline, and to serve on the Undergraduate Committee on Admission and Financial Aid;
- j) to coordinate with the Dean of the Rome Campus all matters related to the academic program in Rome.

The Dean of the Braniff Graduate School

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

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

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

- a. to work in concert with the Dean of Constantin College in all searches where the position is also eligible to receive an appointment to the graduate faculty, and to supervise all searches for faculty who will teach primarily in Braniff terminal interdisciplinary degree programs such as Humanities and Leadership.
- b. to develop and implement a strategy for the academic, enrollment, and operational programming of the School that is consonant with its mission;
- c. to develop and implement an appropriate system of program review and a process for the development of new programs;
- d. to report to the Provost conditions within the School, including curriculum, teaching loads, the conduct of classes, research, examinations, and other pertinent matters relating to students and faculty;
- e. to ensure that all requirements for the maintenance of accreditation specific to the college are met;
- f. to appoint the Directors of the IPS Graduate Program, as well as the Directors of the other Mcvgtu Ptqi tco ulp LkdgtcnAtvi, chgt consultation with the Dean of Constantin College and the appropriate department chairs;
- g. to chair the Braniff Liberal Arts Graduate Curriculum Committee;
- h. in collaboration with the Directors of the several graduate programs, to prepare and approve teaching schedules of the graduate faculty;

- a) to approve the teaching schedules prepared by members of the faculty;
- b) to work to maintain the quality and integrity of the academic program of the Neuhoff School of Ministry;
- c) to develop an appropriate system of program review and a process for the development of new programs;
- d) to work to develop and administer appropriate personnel policies, review and

- b) to provide academic transcripts to the Provost and the Deans of Constantin College, the Neuhoff School of Ministry, and the Gupta College of Business;
- c) to provide faculty members with class rosters at the beginning of each term, to inform them of deletions or additions to these rosters which have been approved by the Deans of Constantin College, the Neuhoff School of Ministry, or the Gupta College of Business, and to assist them with information concerning student transcripts and academic programs;
- d) with the exception of those students in the Graduate School of Management, to maintain degree plans for students, to present to the Provost the names of students who qualify for graduation, and to order diplomas for those who have been approved by the faculty, Council of Deans and Chairs, and Board of Trustees for degrees;
- e) to prepare records for prospective students who have been accepted by the Office of Admissions;
- f) to provide academic transcripts to those whose records are clear of encumbrances.

The Dean of the Library

6.23 The Dean of the Library is appointed by the President and is directly responsible to the Provost. The Dean shall have the qualifications necessary for appointment to the library faculty.

6.24 The Dean of the Library exercises jurisdiction over the personnel of the library, initiates and recommends new appointments to the professional library staff, and prepares a budget for each fiscal year.

Department Chairs and Program Directors

6.25 Instruction at the University of Dallas is organized into major academic units within each college or school. In Constantin College, each department is headed by a chair; programs within departments are headed by program directors; concentrations are headed by concentration directors. In the Braniff Graduate School of Liberal Arts, there are program directors. The undergraduate and graduate programs in the Gupta College of Business, including the Graduate School of Management, are headed by assistant or associate deans, as designated by the Dean of the Gupta College of Business. The programs of the Neuhoff School of Ministry, undergraduate

Graduate School of Liberal Arts are appointed by the Braniff Graduate Dean, after consultation with the Dean of Constantin College and appropriate department chairs.

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

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

New Schools

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

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

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

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

- the relation of the mission of the proposed program or center to the mission of the University and to the missions of

Graduate School. College or school endowed chairs are attached to either the Gupta College of Business or the Neuhoff School of Ministry. Dual appointments are possible. The holder can either be tenured or non-tenured. An appointment of a new faculty member with tenure requires the recommendation of the host academic department(s), college, or school, the review and recommendation of the Rank and Tenure Committee, the recommendation of the Provost, and appointment by the President. The chair can be filled by an existing faculty member, or associated

respect to its mission or purpose, the duties or responsibilities of the holder of a chair, or its operational structure and fit with its host department, college, or school will be submitted to an Endowed Chair Committee for its review and recommendation to the President. Such revision can only take place with the appropriate compliance with the rules of professional standards regarding contracts with donors.

EC6 Endowed Chair Committee. The committee will be composed of (1) the Provost or his designee, (2) a faculty member to be nominated by the Faculty Senate for a three-year term to serve on the endowed chair committees established during the term of his or her term of appointment, (3) a faculty member chosen by the Provost to serve on a given endowed chair committee, (4) a faculty member representing the unit(s) that will host the endowed chair, to be chosen by the head of the unit(s), and (5) a representative of the Advancement Office, who will act as resource person or liaison with the Office of Advancement. In the event that an endowed chair is intended to be cross-disciplinary it may be advisable to have on the committee

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