



# DOMINICAN UNIVERSITY

## **Faculty Handbook**

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# ***Preface***

This *Faculty Handbook (Handbook)* is divided into four parts:

Part I provides the context in which this *Handbook* is written. This part includes a chapter on the University Mission and History and a chapter on the University Governance structure.

Part II includes the personnel policies governing faculty status, benefits, and professional responsibility. This part has chapters on Faculty Appointments, Rank and Tenure; Academic Freedom, Faculty Responsibilities and Rights; Teaching and Librarianship Effectiveness; Scholarship and Professional Development; Faculty Service; Needs of the University; and Separation of Faculty and Disciplinary Procedures.

Part III outlines the procedures under which faculty and administrators are reviewed for renewal, tenure, promotion, post-tenure, and sabbatical. This part also defines the grievance process for resolving conflict, as well as for clarifying, interpreting and applying this *Handbook*.

Part IV provides the procedures for resolving conflict, clarifying, interpreting and applying this *Handbook*. It also provides for the process for notifying the University Collegium of changes and approving revisions to the various parts of this *Handbook*.

Approved by

*Faculty Senate, February 20, 2018*

*University Collegium, February 26, 2018*

*President of the University, March 14, 2018*

*Dominican Board of Trustees, July 19, 2018, Effective, August 15, 2018*

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# ***Introduction***

Dominican University's *Handbook* is the University's official statement of its policies governing faculty status, benefits, and professional rights and responsibilities.

Upon its effective date, per the provisions of Chapter 20, this edition supersedes all previous editions in content and provisions. Any phase-in provision shall be specific to a given policy and so noted. In the event of conflict between this *Handbook* and the Board of Trustees Bylaws, the Dominican University Constitution of Faculty Governance, or the Dominican University Bylaws of the University Collegium, the provisions of those documents shall prevail over this *Handbook*. In the event of a conflict between this *Handbook* and the College/Library Roles and Responsibilities documents, the provisions of this *Handbook* shall prevail.

The provisions of this *Handbook* are intended to advance the University's mission, enhance academic freedom, stimulate enthusiasm and teamwork, and promote excellence in teaching. All faculty members have a responsibility to know and adhere to the provisions.

The University Collegium Executive Council Past President is responsible for maintaining and overseeing the content of this *Handbook*. Decisions resolving conflicts, providing clarifications and issuing interpretations shall follow the procedures in Chapter 20. Revisions to this *Handbook* will follow the procedures in Chapter 21.

## **Part I: The Context**

# ***Chapter 1 Dominican University Mission and History***

## **Section A: Mission Statement**

As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

## **Section B: Identity Statement**

Dominican University is a diverse, relationship-centered community rooted in a vibrant liberal arts and sciences education, offering rigorous, integrative, and innovative undergraduate, graduate and professional programs. At the heart of the University is its Catholic, Dominican tradition, grounded in the compatibility of faith and reason, which affirms the dignity of the human person and concern for the common good. The University's curricula, research and campus life demonstrate a commitment to ethics, community service, social justice and global citizenship. Dominican University educates one student at a time in the company of others, engaging a multiplicity of cultural, religious and secular worldviews, transforming students, faculty and staff into agents of positive change.

## **Section C: Vision Statement**

Dominican University will be an innovative leader in empowering graduates from diverse backgrounds to meet the challenges of an increasingly interdependent world.

## **Section D: History**

Dominican University traces its origins to the charter granted in 1848 by the State of Wisconsin to St. Clara Academy, a frontier school for young women founded by the Very Reverend Samuel Mazzuchelli, OP.

The Dominican Sisters of Sinsinawa, who taught in and administered the school from the beginning, were urged to expand educational opportunities for young women and founded St. Clara College in Sinsinawa, Wisconsin in 1901. Under the leadership of Mother Samuel Coughlin, the sisters decided to move the isolated college to River Forest, Illinois where students could thrive on a contemplative campus while taking advantage of the benefits of its close proximity to the city of Chicago. Designed by renowned architect Ralph Adams Cram, Rosary College opened in 1922.

In 1970, the college became coeducational. In 1994, the University appointed the first lay president in its history, Dr. Donna Carroll. In 1997, Rosary College's name was changed to Dominican University to recognize the institution's Dominican heritage and its expansion into graduate

education. The undergraduate college was named Rosary College of Arts and Sciences to honor the Rosary College liberal arts tradition.

Dominican's academic structure was realigned in 2016. The university was then organized into four colleges—the Brennan School of Business, the College of Applied Social Sciences—which contained the School of Education, the School of Information Studies and the School of Social Work—the College of Health Sciences and the Rosary College of Arts and Sciences.

The current academic structure was implemented in 2025. The University was re-organized into three colleges:

- a) **Rosary College of Arts, Education, and Sciences** - includes the School of Education
- b) **College of Business, Information Studies, and Technology** - includes the School of Information Studies and the Brennan School of Business
- c) **Borra College of Health Sciences** - includes the School of Social Work

## ***Chapter 2 University Governance Structure***

### **Section A: Corporation and the Board of Trustees**

Dominican University's governance structure is made up of the Corporation of Dominican University and the Board of Trustees. The Corporation has the responsibility to (1) approve the mission of the University and to assure continuing harmony between the mission of the Sinsinawa Dominican Congregation and the mission of the University; (2) to amend, restate or modify the Articles of Incorporation and the Bylaws of the University; (3) to approve the acquisition, purchase, sale, mortgage, lease, transfer or encumbrance of the real property owned by the Corporation; (4) to ratify the appointment, removal or replacement of any one or more of the Trustees; and (5) to approve any plan for dissolution merger, consolidation or liquidation of the Corporation. Members shall be the Prioress, general Councilors or delegates as determined by the Members, and the General Finance Officer of the Sinsinawa Dominican Congregation.

[Paragraph to be updated] The Board of Trustees is charged with the governance and management of the University and is given its authority by the Corporation of Dominican University. The Corporation Bylaws define the Trustees' powers and the following officers of the University shall be elected by the Board of Trustees: the President, the Provost and Vice President of Academic Affairs, the Vice President of Finance and Administration, the Vice President of Enrollment Management, the Vice President of University Advancement, and the Secretary. Board members serve a fiduciary role and number between 28 and 33 members, including at least three members of the Corporation or a Sinsinawa Dominican recommended by the members, one faculty Trustee, and one student Trustee. Ten standing committees conduct the business of the Board of Trustees. They include the Executive Committee, Committee on Trusteeship, Academic Affairs Committee, University Life Committee, Finance and Investment Committee, Investment Sub-Committee, Institutional Advancement Committee, Buildings and Grounds Committee, Mission and Identity Committee, and the Audit Committee. Ad hoc committees may be established to address particular duties. The currently effective version of the Board of Trustees Bylaws is found in Appendix I.

### **Section B: The University Collegium**

The governing body of the Dominican University faculty is the Dominican University Collegium.

The voting membership of the Dominican University Collegium is open to all full-time instructional faculty, to faculty librarians, and to others as established by the Dominican University Collegium Bylaws. The "Constitution of Faculty Governance – Dominican University" sets up and defines the University Collegium and can be found in Appendix B.

**Part II: Faculty Roles, Rights,  
and Responsibilities**

## ***Chapter 3 Faculty Appointments and Ranks***

All faculty members will be held to terms of this *Handbook* for the purposes of retention, promotion, and tenure. However, if a faculty member was employed full-time under an earlier version of the *Handbook* with different requirements and believes their interests or rights are undermined by the changes in this *Handbook* regarding retention, promotion, and/or tenure, they may petition the Provost up to 30 days prior to the submission due date for their review materials to have the criteria in effect at the time of their employment applied to them for the purposes of a specific review or process. Once this stipulation has been received and acknowledged, in writing, by the Faculty Appointments Committee (FAC) it cannot be reversed. Faculty librarians who currently hold tenure are eligible to apply for promotion to Associate Professor and Professor under the terms of this *Handbook* and the appended College/Library Roles and Responsibilities documents.

For the purposes of this *Handbook*, the term "faculty" refers to those persons who, through University appointment, hold faculty status. "Instructional faculty" refers to those individuals whose primary assignment is teaching. "Faculty librarians" refers to those individuals whose primary assignment is librarianship. All Instructional Faculty and Faculty Librarians are voting members of the University Collegium. All Instructional Faculty and Faculty Librarians who have had this position at Dominican University for one year maintain this voting right, until retirement, or are no longer employed by the University, in the University Collegium regardless of any positional changes, such as becoming administrative faculty.

"Administrative faculty" refers to those persons who are engaged in the primary responsibility of managing and directing programs, which may or may not include teaching. Administrative faculty, at the Dean or Associate Dean level or higher (not including Interim Associate Dean), whether or not they meet the above requirement for Instructional faculty and Faculty Librarian, are not permitted to vote in the University Collegium. They may be identified as, and participate as, nonvoting ex officio members as defined in Article IV, Section I of the Collegium-Constitution and Article III, Section 2 of the Collegium Bylaws. Administrative faculty may not use their time as administrators to fulfill the time requirements for tenure, post-tenure, and/or sabbaticals unless they petition, upon their return to Instructional faculty status, the Dean of the academic unit to which they are assigned, or University Librarian when appropriate, to have that time included in their application for tenure, post-tenure, and/or sabbatical and the Dean, or University Librarian when appropriate, approves it. Administrative faculty do not hold tenure in their administrative position(s) and will assume, or resume, service as Instructional faculty immediately upon ending their administrative duties unless otherwise agreed between the Administrative faculty member and the University.

All faculty members at the University are expected to share a commitment to the institution's Catholic and Dominican history, identity and mission. This commitment shall manifest itself in many different modalities through various kinds of scholarship and creative endeavor, teaching, and service to the University and its communities. Since shared governance is central to the Dominican mission, the faculty exercises a central role in the development of University policy, particularly through participation in the University Collegium.

## **Section A: Definition of Faculty Ranks**

### **Full-Time Faculty**

The University employs the following designations for full-time academic rank: Professor, Associate Professor, Assistant Professor, Librarian, Associate Librarian, Assistant Librarian, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Distinguished Lecturer, Senior Lecturer, Lecturer, Instructor, and Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor.

At the time of initial appointment of a full-time faculty member, the Provost, in consultation with the applicable Dean or University Librarian, shall make a decision about rank for the faculty member's initial appointment using the criteria described in Section B of this Chapter and communicate that decision to the faculty member. Rank changes are subject to the provisions under "Minimum Qualifications" of Section B of this Chapter.

The clinical ranks qualify for extended appointments of two, four, and six years, but not tenure. Minimum criteria for these ranks are detailed in Section B of this Chapter. Clinical faculty may apply to the Provost in consultation with the applicable Dean or University Librarian for promotion if they meet the Minimum Requirements for the new position listed in Section B of this Chapter.

The visiting ranks are temporary appointments of no more than two consecutive years, and service in these ranks does not necessarily count toward the probationary period for tenure. Visiting professors without a home university will be ranked by the Provost and applicable Dean or University Librarian according to Dominican University's minimum qualifications.

### **Part-Time/Per Course Faculty**

The University uses the following designations for part-time faculty ranks to which tenure does not apply: Clinical Instructor, Adjunct Lecturer, and Adjunct Instructor.

Adjunct faculty members usually teach on a part-time or per course basis pursuant to Semester Term Appointments. They ordinarily have no other faculty responsibilities and roles, except those listed in Section B of this Chapter. Adjunct faculty members do not accrue time towards tenure or sabbatical but may apply for promotion if they meet the Minimum Requirements of the position for which they are applying as listed in Section B of this Chapter.

Clinical Instructors teach on a part time or per course basis pursuant to Annual Appointments. Clinical Instructors may teach no more than fifteen credit hours in the course of an Academic Year.

### **Emeritus/Emerita Faculty**

Dominican University may grant the Emeritus/Emerita title, upon the approval of the President, to a full-time faculty member upon retirement with ten or more years of active service. Faculty members with less than ten years of service at the University who have made a distinct contribution to the School or their profession may be recommended by the Department Chair, Director, the appropriate Dean, or University Librarian to the Provost for consideration by the President.

Emeritus/Emerita professors who continue to comply with University rules and regulations will enjoy the right to use the library, retain the status of faculty members, retain their university email and internet connection account, be listed in the roster of the University Bulletin as Emeritus/Emerita, and receive invitations to all events to which active faculty members are invited. They may attend faculty meetings as non-voting members and may participate in University convocations.

An Emeritus/Emerita Professor may be granted the right to office space or use of laboratory facilities or other University equipment by special arrangement with the President, and subject to the needs of the University.

Dominican University may grant the title of Dean Emeritus/Emerita, upon the recommendation of the President, to any University faculty member upon retirement who has served as an Academic Dean for at least two terms while with the University.

A person holding the title of Dean Emeritus/Emerita shall have all the benefits of any retired faculty member who holds an emeritus/emmerita title, including eligibility for a part-time teaching appointment.

The University reserves the right to modify the benefits afforded to emeritus or other retired faculty members going forward, to best serve the needs of students, the campus community, and the University.

## Section B: Criteria and Qualifications for Academic Ranks

Following are the minimum requirements for qualifying for the various academic ranks for full-time and part-time faculty as defined in Section A of this Chapter. Faculty members are eligible to apply for a change in rank once they achieve the minimum qualifications for that rank.

Criteria used to evaluate ongoing teaching/librarianship effectiveness, University service, and scholarship and professional development are detailed in Chapters 6, 7, and 8.

Faculty Rank	Minimum Qualifications
Professor/ Librarian	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree;</li> <li>• At least four years' experience at the rank of Associate Professor/ Associate Librarian</li> <li>• Evidence of effective teaching/librarianship</li> </ul>

Faculty Rank	Minimum Qualifications
	<ul style="list-style-type: none"> <li>• Participation in University service, life, and governance</li> <li>• Evidence of continuing professional development</li> <li>• Evidence of continuing record of scholarship. This must include—but is not limited to—publication of at least one peer-reviewed scholarly book or two-peer reviewed scholarly articles or dissemination of two peer reviewed scholarly products appropriate to the discipline since appointment to the rank of Associate Professor/Associate Librarian</li> </ul>
Associate Professor/ Associate Librarian	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree</li> <li>• At least three years’ experience at the rank of Assistant Professor</li> <li>• Evidence of effective teaching/librarianship</li> <li>• Participation in University service, life, and governance</li> <li>• Evidence of continuing professional development</li> <li>• Evidence of a continuing record of scholarship. This must include—but is not limited to—publication of at least one peer-reviewed scholarly book or two-peer reviewed scholarly articles or dissemination of two peer reviewed scholarly products appropriate to the discipline since appointment to the rank of Assistant Professor/Assistant Librarian</li> </ul>
Assistant Professor/ Assistant Librarian	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree (may be a PhD candidate with scheduled acquisition of PhD within one year of appointment)</li> <li>• Evidence of effective teaching/librarianship</li> <li>• Commitment to University service, life, and governance</li> <li>• Commitment to scholarship and professional development</li> </ul>
Clinical Professor	<ul style="list-style-type: none"> <li>• Master’s degree or appropriate advanced degree</li> <li>• Current licensure and/or certification in professional field</li> <li>• Evidence of effective practice</li> <li>• Evidence of effective teaching</li> <li>• Participation in University service, life, and governance</li> <li>• Evidence of a continuing record of scholarship</li> <li>• Successful completion of one four-year appointment as Clinical Associate Professor</li> </ul>
Clinical Associate Professor	<ul style="list-style-type: none"> <li>• Master’s degree or appropriate advanced degree</li> <li>• Current licensure and/or certification in professional field</li> <li>• Evidence of effective practice</li> <li>• Evidence of effective teaching</li> <li>• Participation in University service, life, and governance</li> <li>• Evidence of continuing record of scholarship</li> <li>• Successful completion of three two-year appointments, or at least six years, as Clinical Assistant Professor</li> </ul>

Faculty Rank	Minimum Qualifications
Clinical Assistant Professor	<ul style="list-style-type: none"> <li>• Master's degree or appropriate advanced degree</li> <li>• Current licensure and/or certification in professional field</li> <li>• Evidence of effective practice</li> <li>• Evidence of effective teaching</li> <li>• Commitment to University service, life, and governance</li> <li>• Commitment to scholarship and professional development</li> </ul>
Distinguished Lecturer	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree, or Master's degree with six years' experience as a Senior Lecturer.</li> <li>• Evidence of effective teaching</li> <li>• Commitment to, or participation in, University service, life, and governance</li> <li>• Commitment to professional development</li> </ul>
Senior Lecturer	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree, or Master's degree with six years' experience as a Lecturer.</li> <li>• Evidence of effective teaching</li> <li>• Commitment to, or participation in, University service, life, and governance</li> <li>• Commitment to professional development</li> </ul>
Lecturer	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree, or Master's degree with five years' experience as an Instructor.</li> <li>• Evidence of effective teaching</li> <li>• Commitment to, or participation in, University service, life, and governance</li> <li>• Commitment to professional development</li> </ul>
Instructor	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Evidence of effective teaching</li> <li>• Commitment to University service, life, and governance</li> <li>• Commitment to professional development</li> </ul>
Visiting Professor	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree</li> <li>• Rank minimum qualifications determined by home university, or if no home university, by the Minimum Qualifications set forth in this table</li> </ul>
Visiting Associate Professor	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree</li> <li>• Rank minimum qualifications determined by home university or if no home university, by the Minimum Qualifications set forth in this table</li> </ul>
Visiting Assistant Professor	<ul style="list-style-type: none"> <li>• Doctorate degree or appropriate terminal degree</li> <li>• Rank minimum qualifications determined by home university or if no home university, by the Minimum Qualifications set forth in this table</li> </ul>

Faculty Rank	Minimum Qualifications
Clinical Instructor	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Current licensure and/or certification in professional field</li> <li>• Evidence of effective practice</li> <li>• Evidence of effective teaching</li> <li>• Commitment to University service, life, and governance</li> <li>• Commitment to professional development</li> </ul>
Adjunct Lecturer/ Librarian	<ul style="list-style-type: none"> <li>• Doctorate degree</li> <li>• Evidence of effective teaching/librarianship</li> </ul>
Adjunct Instructor	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Evidence of effective teaching</li> </ul>

## Section C: Types of Appointments

Signed letters of appointment between faculty members and the University are issued as set forth in this section. The Provost, together with the appropriate Dean, is responsible for preparing all faculty letters of appointment. Only the Provost has the authority to approve offers on behalf of the University or make commitments regarding specific terms of the appointment, and all prior discussions between the University and the incoming faculty member are merged into the final appointment letter.

### Semester Term Faculty Appointments

Semester term appointments for one or more semesters are given to Adjunct Faculty and Clinical Instructors and are limited to the term of employment outlined in the applicable letters of appointment. Such term appointments do not confer upon a faculty member tenure or other entitlement to continued employment after the term specified in the letter of appointment expires.

Semester term appointments may, in the University's discretion, also be used for full-time faculty in special circumstances such as overloads and summer session appointments.

### Academic Year Faculty Appointments

All non-tenured faculty members are considered probationary faculty. The Faculty Appointments Committee and/or the appropriate Dean or University Librarian review the performance of each faculty member, excluding those holding visiting rank appointments, and make recommendations to the Provost concerning retention of the faculty member.

Probationary faculty members are divided into five categories:

## **Tenure Track**

A tenure-track appointment begins the usual six-year probationary period before the decision awarding tenure can be made.

A tenure-track appointment does not imply any commitment on the part of the University to tenure a faculty member after the probationary period. Once tenure is granted by the University, the faculty member maintains that status regardless of future academic appointments, subject to the other terms of this *Handbook*.

## **Clinical**

The clinical ranks are non-tenure track appointments. At the Clinical Assistant Professor rank, the faculty member may be offered two-year appointments with a review at the end of each appointment. At the Clinical Associate Professor rank, the faculty member shall be offered a four-year appointment with a review at the end. At the Clinical Professor rank, the faculty member may be offered six-year appointments with a review at the end of each appointment. See Review Calendar posted annually on the Provost Office's webpage. A clinical faculty position may be converted to a tenure-track position by the Provost upon the recommendation of the appropriate Dean/University Librarian.

## **Lecturer**

The status of lecturer is a non-tenure track appointment. Lecturers shall be offered one-year appointments for the first two years; thereafter they may be offered appointments in two-year increments. At the conclusion of six years, a programmatic review shall occur to determine continuation of the position. A lecturer position may be converted to a tenure-track position by the Provost upon recommendation from the appropriate Dean.

## **Instructor**

The status of instructor is a non-tenure track appointment. Instructors shall be offered one-year appointments. At the conclusion of five years, an instructor may be eligible to apply for a lecturer position.

## **Visiting**

Faculty members who receive temporary appointments are visiting professors at the rank determined by their home university, or if there is no home university by the minimum qualifications in Section B of Chapter 3. Visiting faculty do not ordinarily serve more than two years.

## **Administrative Appointments**

Faculty members who have Faculty status may enter into agreements with the University President and/or the University Provost in which they assume administrative duties (responsibilities not included in Chapters 5, 6, 7, or 8) for which they receive some form of compensation. Such faculty, below the Dean and Associate Dean levels and faculty serving in Interim Dean roles (e.g., Associate, Assistant Deans), retain their right to vote in the University Collegium, and may use the time to fulfill requirements for tenure, sabbaticals, promotion, and post-tenure review if they continue teaching at 50% or more of the base teaching load.

Instructional faculty, with one-year full-time teaching experience at Dominican University, and whose administrative appointments below the Dean and Associate Dean Levels, but including Interim Dean roles (e.g. Associate and Assistant Deans) require them to teach less than 50% of the base teaching load are permitted to vote in the University Collegium and sit on Faculty Committees. Such faculty may use their time as administrators below the Dean and Associate Dean levels and faculty serving in Interim Dean roles (e.g., Associate, Assistant Deans) to fulfill the time requirements for tenure, post-tenure review, promotions, and/or sabbaticals. Faculty maintain the right to not use their time as administrators. If such faculty wish to use their time as administrators to fulfill the time requirements, at the time of application to the Faculty Appointments Committee or Post-Tenure Review and Sabbatical Committee, faculty must include a justification detailing how they have met the requirements for tenure, post-tenure review, promotions, and/or sabbaticals during their time as administrators. Faculty must clearly demonstrate that they have met the requirements for the appointment and/or promotion to which they are applying. The Faculty Appointments Committee or Post-Tenure Review and Sabbatical Committee will consider this justification along with all other application materials in making their recommendation to the Provost. Faculty may appeal any decisions as set forth in Chapter 13 Section I.

Some faculty may begin their employment with the University as administrators, with the condition that they shall have faculty status at a certain rank once their administrative appointment ends or is terminated. Once they become Instructional faculty, they will possess the right to vote in the University Collegium, sit on Collegium Committees and may use the time for tenure, sabbaticals, promotion and post-tenure review.

Faculty whose administrative duties have ended or been terminated shall resume the same faculty status they possessed at the time of the initiation of their administrative duties. The educational unit to which that faculty status and rank is assigned shall be able to fill all of its necessary positions as if that faculty status and rank did not exist, until the administrative appointment is ended or terminated, at which point that faculty status and rank shall be added to the educational unit's total positions. No tenure-track, tenured, or clinical faculty employed in that education unit at the time of this addition shall lose their positions because of this addition. No faculty member employed in the educational unit to which the faculty member returns will lose their positions because of this action.

Some faculty may begin their employment with the University as administrators, with the condition that they shall have faculty status at a certain rank once their administrative

appointment ends or is terminated. Once they become Instructional faculty, they will possess the right to vote in the University Collegium, sit on Collegium Committees and may use the time for tenure, sabbaticals, promotion and post-tenure review.

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## **Section D: Search and Appointment of Faculty**

Faculty shall participate in the hiring of all persons as described in Chapter 3, Section C.

## **Section E: Pro-Rata Faculty**

Pro-rata faculty members are non-tenured faculty who are former tenured faculty teaching a reduced load under a phased retirement multi-year contract or other appointment. They receive a salary and benefits as specified in their contracts or appointment letters.

Pro-rata faculty members may have the option of drawing down their Teachers Insurance and Annuity Association Retirement Program ("Program") account to the extent permitted by that Program, as well as receiving their part-time salary. They also assume, on a basis proportionate to their appointment or as otherwise specified in any applicable contract or appointment letter, other responsibilities performed by full-time faculty members. They have a vote in departmental, college or school and University meetings. Pro-rata faculty members are eligible to participate in programs for faculty development, including attendance and presentations at conferences and meetings. Phased retirement pro-rata faculty members are not subject to review by the FAC.

## ***Chapter 4 Academic Freedom***

### **Section A: Definition**

All policies against harassment and discrimination shall be applied in ways that protect academic freedom and freedom of expression, while simultaneously fostering a campus environment of civility, awareness, tolerance, and mutual respect, consistent with Catholic principles and the Dominican University mission. The principles of academic freedom and freedom of expression do not take precedence over the University's anti-discrimination and harassment policies.

Nothing in Section C of this Chapter restricts the study or discussion of political issues or the teaching and learning of political techniques or otherwise affects academic activities concerning public policy issues. As a university committed to the pursuit of truth, Dominican affirms the right of its faculty to research any question, no matter how controversial, and to generate new knowledge using the tools of academic disciplines. A faculty member has a right to disseminate new knowledge to professional colleagues, the general public, and to the students. In an instructional setting, academic freedom protects what and how a professor chooses to teach, as long as the ideas being explored remain germane to the subject matter.

The University recognizes the importance of balancing our commitments to academic freedom and freedom of expression with our responsibilities to protect all members of the University community from harassment and intimidation. Dominican University agrees with American Association of University Professors (AAUP)'s recognition that "academic freedom is not absolute" within contexts of interpersonal relationships, behaviors, and communications on campus. The University supports AAUP's Statement on Professional Ethics, which explicitly states that professors must "avoid any exploitation, harassment, or discriminatory treatment of students." The University extends these ethical principles to all relationships among members of its community and their guests.

Nothing contained in the accompanying policies shall be interpreted as compromising freedom of expression in all its forms—no matter how unpopular or even offensive—to the extent protected by law.

### **Section B: Intellectual Property Policy**

Intellectual property, as used herein, consists of, but is not limited to, the non-published scholarship, publications, works of art, lecture notes and the course materials of the faculty member, or works of other employees and contractors. Syllabi are considered public works and therefore property of the University.

For the purpose of encouraging faculty scholarship and the development of innovative course materials, especially online course materials, it is the policy of the University that the intellectual property independently created by a faculty member at his or her initiative for traditional academic programs, and with resources usually and customarily provided by the University, is owned by the faculty member. Such intellectual property is referred to in this provision as "faculty intellectual

property.”- Accreditation purposes may require the University to access faculty lecture materials and presentations; however, faculty consent is required for any other use. The University claims no ownership rights to faculty intellectual property, except as specified below.

*Work for Hire.* Intellectual property created by a faculty member—outside of normal responsibilities to the University—that was requested and created under the direct supervision of the University and/or funded by the University as a University project (beyond the faculty member’s usual rate of compensation) is the property of the University as a work for hire. Intellectual property created by a non-faculty employee of the University during the scope of his or her employment is considered a work for hire. Commissioned works are also works for hire. A commissioned work is one that is created under a contract with the creator who is not an employee of the University or is an employee who has created the work outside of his or her scope of employment. All such works for hire is the property of the University.

*Commercial Use.* In situations where a work is created that meets the criteria of being Dominican intellectual property and commercial use is made of the work, the University shall receive an appropriate share of the proceeds from the work. The allocation of financial proceeds shall be negotiated between the faculty member(s) and the University.

In situations where faculty members conduct research, using the University’s resources and during time appointed to the University that can potentially be transferred to the public sector for further development and commercialization, the faculty member and the University shall negotiate an appropriate allocation of revenue.

## **Section C: Political Activity**

Dominican University supports the following position from the American Association of University Professors’ 1940 Statement of Principles on Academic Freedom and Tenure as it relates to political activity of faculty: “Colleges and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.”-If the University believes that a faculty member has not complied with this provision, it may subject the faculty member to disciplinary action as described in Chapter 11, Section C. The faculty member may appeal such action in accordance with Chapter 18.

Dominican University is committed to the free and open discussion of ideas and opinions. As part of its dedication to active citizenship, the University encourages students and faculty to exercise their civic rights to participate as individuals in the political process.

Dominican University is also a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code. As such, the University is

explicitly prohibited from participating in or attempting to influence campaigns for any elective public office or any political initiative (such as a public referendum). The university may not endorse a candidate or ballot proposal, provide or solicit financial or other support for candidates or political organizations, or establish political action committees.

***Individual Involvement in Campaigns by Faculty.*** Faculty are free to engage in Political Campaign Activities provided that they do so solely in their personal capacities, without using University resources, and avoid any appearance that they are speaking or acting on behalf of the University. If a faculty member is listed as a supporter of a political campaign or initiative, it must be without mention of institutional affiliation, or with a disclaimer indicating that their actions and statements are their own and not those of the University. It is permissible, however, to list the University as employer when it is requested upon making a personal donation to a political campaign or cause.

Faculty should not engage in political activity at university functions or through official university publications. No faculty member should feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.

If a faculty member is running for political office, no campaign activities should be conducted on campus, in order to avoid the appearance of a university endorsement.

***Use of Facilities and Resources.*** Use of university facilities and resources in support of a political candidate, party, referendum, or political action committee (PAC) that could give the appearance that the University is supporting one candidate or position over another is not permitted.

Examples of Prohibited Uses include, but are not limited to:

- Using official university stationery, wordmark, seal, email, telephones, computers, printers, and copiers.
- Providing mailing lists, office space, telephones, photocopying, computers or other institutional resources.
- Posting a hyperlink on a university-administered website to a candidate or campaign site.
- Using official University social media platforms to promote a candidate, platform, or campaign site.

***Invitations to External Speakers.*** Dominican University encourages faculty to sponsor non-University speakers whose presentation will contribute to the role of the University as a forum for intellectual discussion, debate, investigation, and/or artistic expression. Through this forum, speakers bring to the University an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. The freedom to express points of view on a wide range of public and private concerns must, however, be subject to reasonable restrictions of time, place, and manner. The right of free speech and expression does not include unlawful activity that, in the judgement of the designee for areas' academic departments, campus offices, registered student organizations and outside community organizations, would:

1. Endanger or imminently threaten to endanger the safety of any member(s) of the University community

2. Pose a threat to the physical facilities
3. Obstruct or disrupt the normal functions of the University.
4. Present an inordinate financial risk to the University to ensure the safety of campus and community members.
5. Engage in behavior that is indecent or is grossly obscene or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation/gender, expression that is inconsistent with accepted norms of conduct at the University.

Faculty should contact their departmental chair/Dean for specific guidelines on inviting external speakers to campus. Please see the University's Speaker Policy for additional information.

If a candidate is invited by the Faculty to speak in a non-campaign capacity or is invited to participate in a public candidate forum on campus, no campaign or candidate shall be permitted as part of the event to:

- a) conduct a rally;
- b) distribute campaign literature, buttons or banners; or
- c) conduct fundraising on campus or using University Resources.

Non-University Groups utilizing University property or facilities for Political Campaign Activity shall be charged standard, published fees for using University facilities, related services by University employees not covered by the published fees, and all expense incurred and paid to third parties by the University as part of the event. The University shall rent facilities to non-University groups for Political Campaign Activity only after ensuring such use does not conflict with other University facilities use requirements. If facilities are rented to one campaign or candidate, facilities must be made available to all other campaigns and candidates at the same terms and prices. The University may choose not to rent facilities to campaigns or candidates.

Additionally, non-University groups renting facilities for Political Campaign Activities shall:

- a) comply with all University requirements concerning use of University facilities by non-University groups including, but not limited to, insurance and security; and
- b) make full payment for all services received.

No services shall be provided at a reduced rate or at no cost.

If a campaign or candidate is renting space on campus, invited by a recognized student organization, or participating in a public candidate forum, all written materials and advertisements concerning an on-campus appearance of a campaign or candidate shall include the following disclaimer, which must also be announced at the start of an event:

- a) the views expressed are those of the candidate or person speaking for the candidate or campaign only;
- b) Dominican University does not support or oppose any political candidates; and

- c) the name of the sponsoring organization shall be identified. Promotional materials concerning Political Campaign Activity or a campaign event taking place on campus cannot use Dominican University logos or photos of campus.

*Voter Education and Voter Registration Programs.* Certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a nonpartisan manner do not constitute prohibited Political Campaign Activity. In addition, activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited Political Campaign Activity if conducted in a nonpartisan manner. Voter registration and “get out the vote” drives by university-sponsored organizations must be done on a non-partisan basis (i.e., they may not focus on a particular party or platform).

## ***Chapter 5 Faculty Responsibilities***

All faculty members are expected to contribute to sound instruction of the students and participate in service to the University and the communities with which it interacts. Tenure-track, tenured, and clinical faculty are also expected to generate scholarly work.

The expected teaching load for a full-time Dominican faculty member during the academic years 2023-2024 through academic years 2027-2028 will be 21 workload hours per year for tenure-track/tenured and clinical faculty, and 24 workload hours per year for lecturers and visiting faculty, or equivalent as defined by the respective College/Library Roles and Responsibilities documents, found in Appendix E on the Faculty Governance website.

The regular academic year begins August 15 and ends August 14 of the following year. Full-time faculty who have an appointment beginning August 15 and ending May 15 of the following year may be requested to perform certain responsibilities during the summer (May 16 to August 14), without additional compensation (for example, interacting with students, participating in summer orientation activities, or attending faculty meetings). Faculty have the right to refuse such requests without penalty.

Chapters 6, 7, and 8 provide the responsibilities of faculty in terms of university-level teaching/librarianship effectiveness, scholarship, and service. Corresponding responsibilities within the faculty member's academic unit are contained in the respective College/Library Roles and Responsibilities documents. These documents consider how the academic unit addresses the University's mission, University and profession accreditation requirements, scholarly expectations of the faculty member's discipline, and facilitation of student learning.

The faculty responsibility sections of the College/Library Roles and Responsibilities documents, once completed, shall be submitted to the Faculty Appointments Committee for approval. The Committee shall ensure that the sections are consistent with this *Handbook*. Provisions of the faculty responsibility sections at the academic unit level may exceed the minimum requirements of this *Handbook* only for accreditation purposes. Once approved, these sections shall be appended to this *Handbook*. In the event of a conflict between this *Handbook* and any College/Library's Roles and Responsibilities document, this *Handbook* shall govern.

Using the principle of equity, each faculty member's contribution shall not necessarily be the same as those of other faculty members in any unit, college, or school. The College/Library Roles and Responsibilities documents shall be used to ensure that each faculty member fully participates in his/her unit's, college's, or school's contribution to University mission, accreditation requirements, discipline expectations and student learning, according to their skills, abilities, and requirements for advancement.

In certain situations, a faculty member may receive financial compensation for accepting responsibilities that exceed the general equity norm as determined by the appropriate Dean or University Librarian in accordance with the College/Library Roles and Responsibilities document. Financial compensation should be limited to a portion of, or all of, the academic year and come about

because of a faculty member actually working more than the others in his/her unit and no other form of compensation (such as course release) being possible. Such compensation should be limited to no more than the academic year and should not be subject to automatic renewal.

## **Chapter 6 Expectations for Teaching/Librarianship Effectiveness**

Dominican University is a teaching university, and hence teaching effectiveness is the primary concern when reviewing a faculty member's application for promotion, tenure or retention. The following minimum criteria in Section A are used in assessing a faculty member's application for retention, tenure, promotion and post-tenure review.

The University recognizes that the requirements for Faculty librarians differ from those of the Teaching faculty. Criteria for Faculty librarians are described in Section B of this Chapter as Librarianship Effectiveness. Faculty librarians with teaching responsibilities may include criteria from Section A as well as Section B in their application for promotion, tenure, or retention.

### **Section A: Teaching Effectiveness**

This section of the *Faculty Handbook* presents an overarching definition of teaching excellence at Dominican University. There are four main criteria with multiple sub-criteria listed beneath each. Faculty presenting their materials as part of regular reviews are expected to address each of the four primary criteria (inclusive and equity-minded, purposeful, rigorous and supported, and reflective); however, they are not expected to address each of the sub-criteria in their materials in any given review period. Rather, they are encouraged to focus their materials on the evidence supporting their choice of a small number of sub-criteria (e.g., two or three). Please see the resources prepared by the Post-Tenure Review & Sabbatical Committee and Faculty Appointments Committee for additional information.

Dominican University's definition of excellence in teaching is grounded in the core values of *Caritas et Veritas* and in its identity as a Sinsinawa Dominican and Hispanic-Serving liberal arts and sciences institution (*Institución de Servicio a Hispanos*). Ultimately, the aim of teaching at Dominican University is to prepare students to pursue truth, to give compassionate service, and participation in the creation of a more just and humane world. In keeping with our focus on justice and our historical and sustained commitment to serving students from minoritized groups, excellent teaching must be **inclusive** and **equity minded**. We accompany our students in their pursuit of truth through teaching in ways that are thoughtfully prepared and **purposeful** and that balance **rigor** with **support**. Finally, teaching excellence is a fundamentally **reflective** and iterative practice that evolves through new pedagogical and disciplinary discoveries and responds to new evidence of student learning and educational needs.

1. *Inclusive and equity-minded*: Inclusive teaching employs multiple strategies to engage with all learners, valuing and welcoming the diverse perspectives that students bring to the classroom, and striving to create an equitable environment that promotes meaningful connections with students.
  - d) Draws on students' individual identities, cultures, and life experiences as assets in learning.

- e) Uses inclusive, anti-racist, and anti-oppressive pedagogies to help all students learn and to promote a more just and humane world.
  - f) Adopts universal design recommendations in course development.
  - g) Recognizes and navigates complex power differentials among professors and students.
2. *Purposeful*: Purposeful teaching offers students meaningful learning opportunities through well-planned and thoughtfully executed courses.
- a) Establishes clear and meaningful learning goals for the course.
  - b) Provides well-organized course materials (syllabi, Canvas sites, etc.).
  - c) Offers formative and summative assessments that are clearly aligned with course learning goals.
  - d) Prepares thoughtful class plans and adjusts them appropriately in response to student needs.
  - e) Interacts with students consistently and respectfully.
  - f) Strategically uses a variety of teaching and learning methods.
3. *Rigorous and Supportive*: Rigorous and supportive teaching challenges students to meet high standards, while providing them with a clear path to achieve those goals and offering help along the way.
- a) Sets challenging but reasonable expectations for all students.
  - b) Offers students options for receiving support, whether from University services or other sources.
  - c) Gives students useful and timely feedback.
  - d) Communicates effectively with students via multiple modes.
  - e) Promotes a growth mindset for all involved in learning.
  - f) Provides a consistent and transparent grading system.
  - g) Applies policies consistently, fairly, and equitably.
4. *Reflective*: Reflective teaching involves engaging with evidence of student learning, pedagogical scholarship, and one's academic field in a continuous process of growth.
- a) Routinely draws on feedback, data, evidence, and current findings of pedagogical scholarship for further improvement of teaching and learning.
  - b) Recognizes collective and collaborative enterprise of teaching, by for example sharing course materials, engaging in shared curriculum design and assessment, offering informal feedback on other's teaching, etc.
  - c) Regularly updates courses based on current findings in one's discipline.
  - d) Fosters student research, inquiry, and curiosity as appropriate to discipline.
  - e) Tries new approaches to teaching and learns from successes and failures.

Please refer to Chapter 12 when preparing for faculty review. Please see resources and information in SharePoint prepared by the Post-Tenure Review and Sabbatical Committee and Faculty Appointments Committee for additional information.

## **Section B: Librarianship Effectiveness**

*Command of subject.* The Faculty librarian must demonstrate a command of the specialty area in which he/she practices. Areas of expertise include, but are not limited to: information literacy instruction, cataloging, e-resource management, online learning, reference, access services, outreach and programming, department liaison and collection development, digital initiatives, archives and special collections. Such command shall be noted for example, in peer and University Librarian evaluations, pursuit of professional development, and addressed in the faculty librarian's personal statement.

*Organization of information.* The Faculty librarian must contribute to the organization of information ensuring that it is easily ascertained across formats, following the conventions of library science in order to foster student learning and faculty research. Such organization shall be demonstrated in original cataloging and classification, improvements in access and reliability, accessibility and usability of library resources.

*Ability to mentor/supervise.* The Faculty librarian must have an ability to communicate the foundations and values of the profession being taught to students in ways that facilitate their learning and/or supervise professional staff, graduate students, undergraduate students, and/or student workers. Such ability shall be demonstrated in observations by peers and the University Librarian.

*Availability to students for research assistance.* The Faculty librarian must demonstrate his/her availability to assist students with research and participate in reference services. Such availability shall be demonstrated through the faculty librarian's personal statement, student evaluations/surveys, and the University Librarian's observations.

*Academic librarianship leadership.* The Faculty librarian must demonstrate knowledge of the current information environment within academic libraries and of trends in higher education; they should protect and advance the principles of academic freedom, freedom of expression, user privacy, copyright and fair use. This shall be indicated in faculty librarian personal statement.

*Student/community engagement.* The Faculty librarian must engage a diverse range of our community via programming, advocacy, marketing, distance-learning/online teaching, or other methods that contribute to student/community engagement. This shall be indicated in faculty librarian personal statement which might include other metrics of efficacy.

*Ability to create accessible and inclusive services, programming, instruction, and collections.* Faculty librarians should create, enable, and promote inclusive and accessible services, programming, instruction sessions, and collections for all of the library's users.

*Regularity with which resources are updated.* The Faculty librarian must update the resources he/she collects as new information becomes available to meet the curricular and research needs of the University. The Faculty librarian must remain up-to-date on developments in his or her area of expertise through professional development and provide the latest information to the University community. This regularity shall be addressed in the faculty member's personal statement.

*Library services developed or improved.* The Faculty librarian must be involved in developing or improving library services that reflect changing trends in academic librarianship. Library services improvement includes analyzing assessment and financial data, introducing new digital tools, establishing and reviewing policies and procedures, increasing library use, and developing and implementing best practices. When such services are developed or improved, the Faculty librarian shall include a description of the library service and address the development in his/her personal statement.

*Honors indicative of excellent librarianship.* The Faculty librarian may receive recognition for librarianship from the students, his/her peers, the University Librarian, peers outside of the University, or the University itself. The Faculty librarian shall include such honors in his/her portfolio that is presented to the Faculty Appointments Committee.

*Stewardship of University resources.* Demonstrated by: effectively managing library departments and programs, clarity in decision-making, planning and prioritizing projects, meeting deadlines, creative problem-solving, initiative, and responsive communication and collaboration.

These documents shall be reviewed by the appropriate committee when the faculty member applies for promotion, tenure, retention or post-tenure review. It is important that the faculty member addresses all of these areas in his/her personal statement.

# ***Chapter 7 Expectations for Scholarship and Professional Development***

## **Section A: Scholarship**

Faculty scholarship at Dominican University is important because it informs teaching and librarianship. Through scholarship, faculty knowledge is expanded and enhanced. Scholarship contributes to the knowledge base of the field in which the faculty member teaches or practices librarianship and provides a deeper understanding of the area that is being conveyed to students. Thus, scholarship supports teaching and librarianship effectiveness and the University's mission.

The University recognizes that no uniform method exists for developing knowledge or of disseminating it to the wider public. Achieving knowledge is often determined by the processes identified by the discipline to which the knowledge applies, and these processes vary widely. Disseminating knowledge has various avenues and ways of informing those in the discipline outside of the University. As a consequence, the University recognizes four types of scholarship.

*Scholarship of Discovery.* This type of scholarship includes both original research and publication in the scholar's discipline or collateral area as well as creative accomplishments in appropriate fields. Achievements of this type include, but are not limited to, books subjected to a peer review process, articles in peer-reviewed journals, evidence of creative accomplishments in exhibitions, or performance of works of literature, music or drama.

*Scholarship of Integration.* This type of scholarship focuses on examining the relevance of original research and connecting it to other areas of inquiry. Achievements of this type include, but are not limited to, peer-reviewed books that synthesize original research, peer-reviewed articles that synthesize research, and review articles that appear in peer-reviewed journals.

*Scholarship of Application or Engagement.* This type of scholarship engages the world outside of the University and applies the scholar's expertise to significant issues facing the larger community. Achievements in this type must be documented through a peer-review process.

*Scholarship of Teaching and Learning.* This type of scholarship reflects upon and systematically analyzes the learning process. What is learned from this activity is then submitted to a formal peer-reviewed communication medium or venue.

One of the requirements for promotion is to have published two scholarly works, or one book, under one or more of the four types, that has been peer-reviewed. One of the requirements for being granted tenure is to publish one scholarly work, under one of the four types, that has been peer reviewed. Faculty librarians hired in the 2017-2018 Academic Year, or earlier, may apply for tenure under the conditions stated in the Faculty Handbook, 2016-2017, Sections 3.5.15, 3.5.16, and 3.5.17.3 through 3.5.17.6. An academic unit's specific requirements for retention, promotion, and/or tenure shall be included in the College/Library Roles and Responsibilities documents, as approved by the Faculty Appointments Committee, and will be used by the Faculty Appointments

Committee when reviewing the faculty from that academic unit for retention, promotion, and tenure. Evaluations of the scholarship portion of applications for retention, promotion, tenure, and post-tenure review shall include the faculty member's personal statement, the publications or work submitted (either in published or galley formats), Dean's, Director's, University Librarian's or Department Chair's recommendations, and colleagues' (including those colleagues outside of the University) recommendations.

## **Articles**

Unless an academic unit specifically requires one or more of the four types of scholarship in its College/Library Roles and Responsibilities document, all four types qualify for meeting the standards for retention, promotion, tenure and post-tenure review. Articles that fall under one of the four types must appear in periodicals that are independently refereed and part of the professional literature of the faculty member's discipline or a collateral area. Periodicals published by national, regional or state professional societies or associations, periodical listed in the index used by the faculty member's discipline, and monographs published through governmental and private grants supporting research shall meet the requirement.

A faculty member who is a coauthor must submit a statement describing his/her role in the research in a co-authored article. If possible, the faculty member should also submit letters from his/her collaborators describing the faculty member's contribution to the collaboration.

An anthology or translation which includes substantial introductory or editorial material based on the faculty member's research or review of literature in the discipline shall, for purposes of promotion, be considered an article or review article.

## **Books**

Books published by University presses or commercial presses that routinely submit manuscripts to referees who are experts in the faculty members discipline will be acceptable in application for promotion, retention tenure and post-tenure review. Such books may be submitted before they have been reviewed in the professional press. Books published by other presses should be accompanied by reviews in the professional press or evaluations by experts in the faculty member's discipline. Generally, self-published books do not fulfill the publication requirements for promotion, retention, tenure or post-tenure review.

A textbook may be presented as the equivalent of a book, a review article or a professional activity which informs the general public. The faculty member should submit a statement supporting the claim of such equivalency and letters from experts in the faculty member's discipline attesting to the significance of the work.

A faculty member who is a coauthor must submit a statement describing his/her role in the research in a co-authored book. If possible, the faculty member should also submit letters from his/her collaborators describing the faculty member's contribution to the collaboration.

## **Other Scholarly Products**

Other possible scholarly products may be submitted during application for retention, promotion, tenure, and post-tenure review. Such products must be detailed in the Scholarship section of the College/Library Roles and Responsibilities documents. Such products must be either peer-reviewed or accompanied by statements of experts in the faculty member's discipline attesting to the importance of the product to the faculty member's discipline.

## **Continuing Record of Scholarship**

The faculty member establishes a continuing record of scholarship during much of the period of service under review through published scholarship or other scholarly products and/or by engaging in activities that demonstrate continuing participation, development, and contribution to one or more of the types of scholarship, listed above in this section, related to the faculty member's discipline or a collateral area.

Other works that constitute a continuing record of scholarship include, but are not limited to, papers read at professional conferences, published reviews, notes, and letters to the editor of professional journals, grants received in support of scholarly activity, participation in seminars or conferences concerning scholarship in the faculty member's discipline, and evidence of ongoing research. Such works can be identified in the College/Library Roles and Responsibilities documents. The faculty member may include these as evidence of ongoing scholarship in his/her portfolio. However, the faculty member should note that for advancement, such submissions must be peer-reviewed.

## **Section B: Professional Development**

The mission of research assistance and faculty development activities and opportunities is to focus, facilitate, and deepen resources of the Office of the Provost designed to support all Dominican faculty (both full-time and part-time), at all stages of their careers, in their roles as teachers and librarians, scholars and citizens of the University and wider communities. Faculty committees and the Office of the Provost provide a range of initiatives supporting intellectual community and faculty distinction, and are committed to promoting a spirit of curiosity, confidence, innovation, engagement and collaboration. The University provides an infrastructure dedicated to the professional development, success and satisfaction of Dominican faculty, both individually and collegially. The faculty member remains responsible for meeting performance expectations for professional development.

University-wide research assistance and faculty development resources include the Borra Center for Teaching and Learning Excellence; external grants through the Office of Grant Administration; and internal grants through the Faculty Development Committee.

## **Attendance at Meetings of Learned and Professional Societies**

Attendance at meetings of learned and professional societies is encouraged. Absence from the classroom for this reason is subject to the approval of the Department Chair and the Dean or Director of the college or school.

*Per Academic Year Reimbursement.* Expenses for such travel shall be partially reimbursed up to a limit of \$1,500 per year to a full-time faculty member who received prior approval from the Department Chair and the Dean, Director, or University Librarian of the unit for attendance at a meeting. Such expenses shall, ordinarily, be reimbursed for conference, air or rail coach fare and hotel and living expenses. The reimbursable expenses and forms may be found on the Business Office webpage.

*Per Conference Reimbursement.* The \$1,500 annual limit does not apply to full-time faculty for attendance at a meeting at which the faculty member is:

- Reading a paper
- Serving on a panel or chairing a session
- Serving on a committee that requires that person's presence

Ordinarily, the University will not reimburse expenses exceeding \$3,000 per conference. The faculty member should apply to the relevant academic Dean or University Librarian for authorization of travel expenses at least one month prior to the meeting. Because funds may occasionally be limited, faculty members should not assume that they will be reimbursed for more than one conference in a given year or reimbursed in the amounts set forth above. Depending on the competition the Dean or University Librarian may need to exercise discretion to allocate funds fairly. An expense report must be submitted promptly after the faculty member returns. Forms for application and expense reports are available online.

## **Faculty Release Time**

In order to support the successful promotion and retention of quality faculty, the University allows requests for limited release time for faculty at various stages of their career. These written requests must be submitted to the appropriate Dean or University Librarian and clearly describe the faculty member's intentions, particularly how the planned research relates to the faculty member's scholarly agenda. Deans or the University Librarian may establish additional criteria for the good of the academic unit in consultation with faculty of the college. Based on these criteria, the Dean or University Librarian shall determine whether or not to approve the request as presented. The Dean or University Librarian's decision shall be given to the faculty member in writing, with a copy filed in the faculty member's portfolio.

*Tenure-track Faculty.* A tenure-track faculty member may request a one-time, single course release from the fall or spring semester during their probationary period. This one course release shall usually be arranged during the faculty member's third or fourth year of tenure-track service.

*Tenured Faculty.* A faculty member may request a one-time, single course release from the fall or spring semesters during the two years prior to their scheduled post-tenure review.

## **Outside Professional Activities**

*Types of Activity.* Full-time faculty members and academic staff at Dominican University engage in a wide range of outside activities related, directly or indirectly, to their scholarly or professional expertise. Such activities may include, for example, professional consultation, collaborative research, artistic performance/production or even a part-time professional practice. Insofar as such activities can contribute to

- a) the professional development of an individual faculty or staff-- member;
- b) the solution of a problem in industry or society;
- c) the common good of the local or global community;
- d) the creation of new knowledge; or
- e) the reputation of Dominican University,

they are valued—whether done for compensation or pro bono.

At the same time, along with status as a full-time Dominican faculty or academic staff member, comes the expectation that one's primary professional duties are to Dominican, and that outside professional activities shall not conflict with responsibilities to students, colleagues, and the University as a whole—or with the institution's mission.

*Primary Teaching/Librarian Commitment.* Individuals holding full-time academic appointments at Dominican should devote their teaching/librarian efforts primarily to the education of Dominican students. Full-time faculty members or academic staff may not hold a regular full-time faculty or academic staff appointment at another institution, except in connection with a Dominican-sponsored joint program with that institution, or through a similar arrangement, as approved by their Dean or University Librarian.

*Independent Professional Activity.* Faculty members engaging in outside professional activities may not represent themselves as acting on behalf of the University. Dominican University assumes no responsibility for the competence or performance of any external professional activity engaged in by a faculty or academic staff member.

*University Resources.* No University equipment or facilities may be used by faculty or academic staff members for outside professional work for which they receive remuneration without written approval from the Office of the Provost and the Business Office. Such usage may require compensation to the University.

## ***Chapter 8 Expectations for Service in University Life and Governance***

In the Dominican tradition, all faculty members are expected to participate in the creation of a community of learning by contributing their individual service to the whole. It is important to note that this service requirement must meet the equity norm as described in Chapter 5. Because every member has different experiences and skills to offer the community and are at different points in their career, individuals may serve the University in various ways. Renewal, promotion, tenure, and post-tenure review decisions at Dominican take into account a faculty member's contributions to the community, university, college, school and/or department.

Chapter 12 includes information about the expectations and procedures used by the committees responsible for evaluating faculty service. Ordinarily, materials used in evaluating service in University life and governance include the faculty member's personal statement and materials submitted by the faculty member and recommendations from the Dean, Director, University Librarian, or Department Chair and colleagues who are familiar with the faculty member's service.

The sections below describe the categories of service that have been historically recognized at the University for renewal, promotion, tenure, and post-tenure review. The examples provided within the categories are not exhaustive. More complete expectations within categories may be identified in the College/Library Roles and Responsibilities documents. Any faculty member who identifies service they deem valuable and that is not defined in the appropriate documents should contact the relevant Dean or University Librarian before engaging in the service.

### **Section A: Service in Governance**

As stated in the Constitution of Faculty Governance, "We use our collective intelligence and energies to create and maintain a community that is conducive to the pursuit of truth, the giving of compassionate service, and the participation in the creation of a more just and humane world."

Dominican University follows a shared governance model and it is thus essential that faculty participate in the governance of the University. This assumes that all faculty members must regularly attend and participate in the University Collegium and college/departmental committee meetings as part of their service. Two additional avenues of service include:

- f) *Service on standing Collegium and University committees and subcommittees.* These committees are listed in the *Faculty Handbook* and the University Collegium Bylaws, and faculty are encouraged to find a committee that suits their personal experience and interests.
- *Service on special committees.* This includes special committees under the Bylaws established by the University Collegium or University President to address issues of importance.

### **Section B: Service in Community**

Service in community includes those activities that support the campus climate of the University. Activities also include service that support and promote the University in the community and beyond. Some examples of service in community are included below. The appropriate faculty committee should maintain a more complete list of service opportunities as well as those activities identified in the College/Library Roles and Responsibilities documents.

*Faculty Mentoring.* Faculty members may serve as mentors to incoming faculty through the faculty mentoring program established by the Borra Center for Teaching and Learning Excellence (BCTLE).

*Student Club Sponsorship.* Faculty members may officially and actively sponsor student clubs on campus. These may include those clubs recognized by the Student Government Association and clubs that may not be formally recognized but have a clear and regular presence on campus through activities.

*Student Activities.* Faculty members are encouraged to engage with students outside the classroom through coordinated events and activities. These may include Mission and Ministry trips or student activities not associated with club sponsorship (for example, participating in a *Take Back the Night* march or interviews with the *Dominican Star* in areas of expertise).

*University Events/Promotion.* Faculty members may develop events such as movie screenings or panel discussions that are open to the public and advance the University image. Interviews with outside media and participation in outside events where association with Dominican University is a key component may also fit this category.

Additional elements of service may be articulated by the appropriate faculty committee or be identified in the College/Library Roles and Responsibilities documents and approved by the Faculty Appointments Committee.

## **Section C: Service in University Life**

Service in University life includes those activities that advance the academic mission of the University. Some examples of service in University life are included below for guidance. The appropriate committees may maintain a more complete list of service opportunities as well as those activities identified in College/Library Roles and Responsibilities documents.

*Program Development.* Faculty members should be recognized for involvement in the collaborative work of developing new programs and assessment. These include oversight on interdisciplinary majors and minors beyond their department responsibilities.

*Department Chairs/Program Directors.* Faculty who take on the additional responsibility of chairing departments and directing University-wide programs are also recognized for their service. These include faculty appointments with significant administrative responsibility, such as Director of Honors and Director of the Core Curriculum.

*Study Away Programs.* Academically rich study away programs include preparation, recruitment, and personal time for the creation of a more robust educational experience for our students and is included in service to University life.

*Internship Supervision/Student Mentoring/Independent Study.* Although this category is a primary element of all faculty member responsibilities, those who engage in such activities to an extensive degree relative to colleagues may be recognized for their service.

*Core Curriculum.* Participation in delivery of the Core Curriculum beyond field expertise courses that are built into the University and department curriculum. This includes Freshmen Academic advising through the Freshmen Seminar courses and other seminar level teaching.

Additional elements of service such as community-based activities may be articulated by the appropriate faculty committee or identified in the College/Library Roles and Responsibilities documents and approved by the Faculty Appointments Committee.

## ***Chapter 9 Needs of the University***

Once the Faculty Appointments Committee makes its recommendation regarding retention, promotion or tenure of a faculty member, other factors may play a role in the final decision whether to grant retention, promotion or tenure. The President, the Provost and/or the Board of Trustees may decide not to accept a Faculty Appointments Committee recommendation. Such a decision will include, but may not be limited to, consideration of the following criteria and be made only after consultation with the appropriate Dean or University Librarian, Provost, and the Faculty Appointments Committee.

*Institutional Need for Faculty Member's Skills and Expertise.* An assessment is made of the University's need based on the staffing situation of the college, school, department or other teaching or academic unit to which the faculty member is assigned. In addition, the faculty member's record of flexibility aiding the college, school, department, or other teaching or academic unit in meeting their curricular needs may be examined.

*Relationship between Department/Discipline and the University's Mission.* The Department/Discipline must be actively involved in furthering the University's mission. Periodic reviews of each Department/Discipline may be undertaken to determine ongoing efforts to achieve the University's mission.

*Enrollment in the Discipline.* A periodic and ongoing review of enrollment in the discipline in which the faculty member teaches will be conducted to project current and future University needs for classes and staffing to conduct those classes.

*Regional and National Trends in Enrollment.* The University must be responsive to national and regional trends in higher education in order to remain viable as an institution. Significant changes in these trends can affect decisions about the skills and expertise faculty members must possess.

## ***Chapter 10 Additional Faculty Responsibilities and Rights***

### **Section A: Orientation of Faculty**

All new faculty members are expected to participate fully in a variety of orientation sessions in their first year of employment. Each August, new full-time faculty will participate in a general orientation, as well as monthly orientation sessions throughout the year. All new faculty are also expected to attend and participate in the orientation sessions offered by the Dean, Director, or University Librarian.

### **Section B: Annual Faculty Workshops**

During the week prior to the beginning of the fall term the University sponsors an all-day faculty workshop that full-time faculty members are expected to attend and part-time faculty members are invited to attend. Throughout the year, other workshops are offered on a variety of faculty development topics. These shall be announced university-wide, and faculty are welcome to take advantage of those opportunities that suit their developmental plans.

### **Section C: University Commencement**

Undergraduate and graduate commencement ceremonies are held twice a year, one in early May and the other in mid-December. Full-time faculty members are expected to attend the ceremony or ceremonies that correspond to their classroom engagement for the completed academic year and are encouraged to attend both ceremonies. Part-time faculty members are also encouraged to attend the ceremony or ceremonies corresponding to their classroom engagement.

### **Section D: Additional Compensation**

A faculty member's regular employment involves responsibilities for teaching/librarianship, scholarship, and service, as presented in Chapters 6, 7, and 8. As noted in Chapter 5, a faculty member may accept responsibilities that exceed the general equity norm. These additional responsibilities may be compensated through a course release or financial compensation as articulated in the Colleges' Roles and Responsibilities documents and as discussed below. To the extent possible, such arrangements should be approved prior to the start of the fiscal year.

#### **Course Release or Equivalent**

The general standard is that a course release or equivalent will be provided for service that spans the length of a semester and significantly exceeds a faculty member's regular responsibilities. A course release shall be recommended by the Dean or University Librarian and

approved by the Provost. Details shall be included in the College/Library Roles and Responsibilities documents.

## **Financial Compensation**

The general standard is that financial compensation will be provided for service that is less than, or greater than, the length of a semester and exceeds a faculty member's regular responsibilities. Financial compensation must be approved by the Dean and Provost, who may consult with Department Chairs and/or Directors, or University Librarian. Details shall be included in the College/Library Roles and Responsibilities documents.

## **Section E: Course Curriculum and the University Curriculum Committee (UCC)**

Faculty are responsible for the development of their curriculum for the courses they teach. Such curriculum should reflect best practices and current orientation of the subject matter being taught. In addition, faculty have the responsibility for ensuring that they know and understand current developments in the subject matter they are teaching and can include such thinking and best practices in their courses by updating them regularly.

As a rule, faculty maintain course content through Canvas, the Learning Management System currently in use at Dominican University. Such maintenance ensures that students have access to the latest information in the subject as well as a current indication of their performance in the class requirements.

The University Curriculum Committee is the faculty committee by which major changes, additions, and revisions to curriculum in the University are reviewed and accepted or returned for further development. More information about the University Curriculum Committee can be found in Appendix D. Procedures for submission of curricular proposals can be found in the Procedures Manual.

# ***Chapter 11 Separation of Faculty and Disciplinary Procedures***

Separation of faculty members from Dominican University may occur through expiration or non-renewal of appointment, resignation, retirement, or termination by the University.

## **Section A: Expiration of appointment**

Faculty may be hired with term appointments of one semester, one year, or two years, and separation from the University may occur at the expiration of the appointment (see Chapter 3, Section C). Expiration of appointment is not considered to be a termination or dismissal from employment, and faculty do not have an expectation of continued service at the expiration of an appointment.

## **Section B: Resignation**

A faculty member may resign by giving written notice to the President. Notice shall be given by September 1st of the faculty member's final year at the University or as early as possible after the faculty member has decided to resign.

## **Section C: Termination and Dismissal**

Termination of any faculty member may occur as described below.

### **Termination for Non-Personal Reasons**

#### **1. Termination on the Basis of Financial Exigency**

Termination of a faculty appointment by the University may occur in the case of financial exigency or as the result of the closure or reduction of an academic program. A financial exigency is a severe financial crisis that fundamentally compromises the academic integrity of the institution as a whole and that cannot be alleviated by less drastic means. In such instances, the Board of Trustees shall consult with appropriate University administrators and the Faculty Appointments Committee before making a determination. Termination of tenured faculty for this reason shall occur only after other alternatives have been attempted and have been found ineffective or insufficient in addressing the financial exigency.

#### **2. Inability to Perform the Essential Functions of a Faculty Position**

A faculty member may be dismissed if the Provost, or the Dean or University Librarian of the relevant academic unit reasonably concludes that the faculty member cannot fulfill the essential functions of his or her position due to illness or disability with or without reasonable accommodations.

## Dismissal for Cause

Faculty may be dismissed any time for adequate cause, whether they be tenured faculty members or non-tenured faculty members whose term appointment has not expired. The following grounds illustrate, but do not exhaust, conditions constituting adequate cause:

- Conviction of any crime which is a felony under the laws of the State of Illinois or federal laws of the United States, unless the convicted person demonstrates to the University's reasonable satisfaction that that person has been sufficiently rehabilitated to warrant the trust of the University.
- Conduct that the University reasonably considers dishonorable, unethical or unprofessional or conduct that is either intended or likely to deceive, defraud or harm the University.
- Use of means to secure or maintain employment at the University that the University reasonably concludes is fraudulent, deceptive or unlawful.
- Gross neglect, in the University's reasonable estimation, of University duties and functions.
- Deliberate and serious violation of the rights or freedoms of fellow faculty members, University staff, administrators or students.
- Habitual intemperance in the use of alcohol, narcotics or stimulants to such an extent as to incapacitate performance of teaching or professional duties. The faculty members so incapacitated shall have the right to obtain, at their expense, rehabilitative treatment for the abuse of such substances. Their continued employment shall be based upon their cooperation with and their response to such treatment.

The determination of adequate cause and the recommendation to dismiss rests with the Dean in the case of faculty except for faculty librarians in which case it rests with the University Librarian. Any such recommendation will be made in writing to the Provost. The Provost must give final approval for dismissal of any faculty member and will explain in writing the reasons for the decision. The Provost's decision will be made only after consultation with the appropriate Department Chair, Director, Dean or University Librarian and the Faculty Appointments Committee. The decision may be appealed to the Faculty Grievance Committee for review and recommendation, as provided for in Chapter 18. Dismissal for cause will not be used to restrain faculty members in their exercise of academic freedom or other legal rights.

## Section D: Retirement

There is no mandatory retirement age. Faculty may retire any time after age 59½ and receive TIAA benefits. Further details can be obtained from Human Resources or from an individual's TIAA representative.

Tenured faculty members may also choose phased retirement by accepting pro-rata status. This status requires surrender of that person's tenure appointment in exchange for a pro-rata fixed-year

non-renewable contract generally not to exceed three years and the terms of which will be the subject of a written agreement between the faculty member and the University. The contract will provide for benefits, a part-time teaching load and a pro-rata reduction in salary. After consultation with the relevant Department Chair and Dean, Director, or University Librarian, the length of the individual contract and the terms of teaching and other responsibilities will be negotiated at the time of the new appointment. Faculty members teaching under a phased retirement contract may be eligible to withdraw funds from their TIAA Retirement Program accounts, to the extent permitted by the TIAA Retirement Program.

## **Purpose**

This is a voluntary program intended to transition tenured faculty members from full-time teaching or its equivalent in the case of faculty librarians, scholarship and service responsibilities into retirement. The agreement requires that the faculty member retire at a specified date in the future while reducing their workload during a phased period from one to three academic years. Specific details of the plan will be arranged between the individual faculty member and the Dean or University Librarian of the appropriate unit on a case-by-case basis. Final approval from the Provost is required for all phased retirement arrangements.

This plan also allows for appropriate replacements to be recruited and hired in a timely manner. The program may be reviewed annually to ensure that University needs are still being met. The program can be discontinued. Any agreements already in place will be honored.

## **Eligibility**

Ten or more years of continuous full-time service as a tenured faculty member at the University and age 55 or older are required for eligibility. A year of service is defined as two semesters of full-time employment, including sabbatical leaves and maternity leaves, but excluding all other leaves of absence.

## **Provisions**

The pro-rata faculty member surrenders tenure but maintains current academic rank and voting rights while in phased-retirement. Pro-rata faculty members are not subject to review by the Faculty Appointments Committee. At the end of the phased-retirement program, the pro-rata faculty member will retire but may continue to teach part time as needed by the University as defined below.

Phased retirement period will be at least one academic year but no more than three academic years, as agreed upon by the Dean or University Librarian of the appropriate unit and the Provost and the faculty member. The pro-rata faculty member's base salary from the academic year before the start of the phased retirement will be used to determine the compensation level for the phased retirement. For up to three academic years, faculty members may elect a reduced teaching load. Faculty members on this track will be offered teaching assignments of at least 15 credits in the first year, 9 in the second, and 6 in the third. Faculty members may elect

accelerated reductions in load at their own discretion. Compensation will be calculated as a percentage of that faculty member's normal teaching load. For example, a faculty member teaching 15 credit hours who had been on a 21-credit-hour teaching load would receive compensation of 71.4% of base salary. A faculty member teaching 9 credit hours who had been on a 24-credit-hour teaching load would receive compensation of 37.5% of base salary.

The term of the phased retirement may be revised if approved by the Dean or University Librarian and the Provost.

Pro-rata faculty members participating in phased retirement will be ineligible for projects or activities that result in salary stipends. Pro-rata faculty members will be eligible for benefits as well as programs for faculty development on the same terms and conditions as they apply to regular full-time faculty. Benefits based on salary will be based on reduced salary (TIAA and life insurance). Pro-rata faculty members may have the option of drawing down their TIAA Retirement Program account as well as receiving the part-time salary to the extent permitted by the TIAA Retirement Program.

## **Provision for Part-Time Appointment after Retirement**

After retirement, an appointment may be offered on a part-time basis at the discretion of the University. During the year preceding retirement, the Department Chair or Dean, Director, or University Librarian of the appropriate unit typically consults with department members regarding the needs of the University. If the Department Chair is the person under consideration, the Provost will assume responsibility for consulting with department members. Considering University needs, the Department Chair or Director (or Provost) will make a recommendation to the President; the Provost or the Dean or University Librarian will also make a separate recommendation to the President. The President then decides whether an appointment shall be offered.

A retired professor who is retained as a faculty member on a part-time basis will retain a vote in the University Collegium, may have a limited number of advisees, and be eligible for committee work.

## **Section E: University Disciplinary Procedures for Faculty Misconduct**

### **Subsection i: Disciplinary Procedures Applicability**

The University Disciplinary Procedures outlined in this section apply to all faculty members.

The procedures in this section do not apply to cases involving allegations or findings that a faculty member has violated the University Gender-Based and Sexual Misconduct Policy or the policy against Bias-Motivated Offensive Conduct, Discrimination, and Hate Crimes. In these

cases, One Process: Dominican University Policy and Procedures for Ensuring a Just and Humane Campus applies instead of the procedures outlined in this section. If a case involves multiple findings, including at least one finding that the faculty member violated one or more of the policies listed above, then One Process will apply instead of the procedures in this section.

**Determinations of a faculty member's fitness for duty** (in particular, determinations of whether to mandate a fitness evaluation, the results of an evaluation, and any intervention plan adopted in response to an evaluation) are governed by the "Temporary Suspension" section below.

## Grounds for Disciplinary Action

After following the procedures outlined below, the University may subject a faculty member to disciplinary action if the faculty member has demonstrated conduct inconsistent with expectations of a member of the University community or the general community at large. Adequate cause for disciplinary action under this section may be based on:

1. incompetent performance or neglect of professional duty, including:
  - a) missing or canceling scheduled classes without good reason and/ or without providing reasonable notification to students and appropriate administrative leaders; or
  - b) research misconduct;
2. personal misconduct, including:
  - a) physical violence or threats of physical violence against members of the University community; or
  - b) theft or willful damage to the property of others, including University property; or
  - c) misuse of University property, including computers and similar devices; or
  - d) disrespectful behavior toward members of the University community
  - e) that is repeated and/or severe, including name-calling, shouting and obscene gestures; or
  - f) any other behavior that could give rise to Dismissal for Cause under Chapter 11 of this *Handbook*.

The severity of discipline will be commensurate with the severity of the cause. The Provost must give final approval for any sanctions imposed. Adequate cause for disciplinary action may arise out of or relate to any activity relating to a faculty member's professional life, including teaching, departmental activities, service, creative activities, or research. However, disciplinary action will not be used to restrain faculty members in their exercise of academic freedom.

University officials are encouraged to consider non-punitive measures, when appropriate.

## Academic Freedom and Freedom from Discrimination

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in Chapter 4 of this *Handbook* and the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and Universities and the American Association of University Professors. Similarly, all members of the faculty, whether tenured or not, are entitled to protection against discrimination based on race, color, gender, religion, national or ethnic origin, disability, age, marital status, sexual orientation or gender identity.

### Range of Sanctions

Based on guidance from the American Association of University Professors, the following sanctions, ranging from least to most severe, may be imposed in cases of faculty misconduct:

1. oral reprimand;
2. written reprimand;
3. a recorded reprimand;
4. restitution (for instance, payment for damage due to individuals or to the institution);
5. loss of prospective benefits for a stated period (for instance, suspension of “regular” or “merit” increase in salary or suspension of promotion eligibility);
6. a fine;
7. reduction in salary for a stated period;
8. and suspension from service for a stated period, without other prejudice.

More serious misconduct may also lead to Dismissal for Cause, following the procedures laid out in Chapter 11 of this *Handbook*.

### Adviser

The faculty member will be permitted to be joined by their choice of adviser at any meeting held during the initiation, attempted settlement, fact finding, sanctioning, or appeal of an allegation of misconduct or other grounds for discipline under this section. The advisor may provide guidance and support to the faculty member but cannot speak on the faculty member’s behalf.

### Confidentiality

Any individuals accused of misconduct will be informed of the allegations and given an opportunity to respond to them. Otherwise, except as is reasonably necessary to resolve a case, the parties, fact-finding committee members, members of appeals panels, advisers,

support people, and any other individuals with knowledge of a disciplinary proceeding are expected to preserve the confidentiality of the case.

## **Initiation of Disciplinary Proceedings**

When a complaint from any source is made against a faculty member, the Provost, the faculty member's Dean or the University Librarian, or the Provost's designee may conduct an initial inquiry to determine whether additional fact finding is warranted. Such inquiry will be completed as expeditiously as possible.

Regardless of whether an initial inquiry is undertaken, the Dean or University Librarian will notify the faculty member in writing of any allegations brought, the factual evidence supporting the allegations or other grounds for discipline, and any applicable policies or other standards of professional conduct.

The Dean or University Librarian will give the faculty member an opportunity to respond to the allegations or other grounds for discipline. The Dean or University Librarian and the faculty member may seek to resolve the matter by mutual resolution, either at the initiation of, or at any other time during, the proceedings. If the issue is resolved, the process terminates.

If efforts at informal resolution are not successful, the Dean or University Librarian will provide the faculty member with a written summary of the findings, if applicable, and notice of recommended sanctions, if any, with a copy to the Provost. The provost must give final approval for any sanctions imposed. Any sanctions imposed may be appealed using the grievance procedures outlined in Chapter 19 of this *Handbook*.

## **Subsection ii: Temporary Suspension**

### **Faculty Conduct Panel**

The Faculty Conduct Panel addresses issues of significant impairment, disruptive behavior, or inability to perform essential functions of a faculty member's professional role. If concerns arise about a faculty member posing an immediate threat of harm to his or her own safety, to the safety of others, and/or to the University, a temporary suspension may be imposed as outlined in this section.

The Faculty Conduct Panel shall consist of the Chair of the Incident Management Assessment Team (IMAT); the Director of Campus Safety and Risk Management; a representative of the Wellness Center and 6 faculty members, t h e two appointed by the Provost, two appointed by the Faculty Appointments Committee, and two appointed by the Post-Tenure Review and Sabbatical Committee.

### **Temporary Suspension**

If, in the judgment of the Provost and the faculty member's Dean or University Librarian, after consulting with the Faculty Conduct Panel, a faculty member who poses an immediate threat of harm to his or her own safety, to the safety of others, and/or to the University, may be temporarily suspended from service pending ultimate determination of the faculty member's case. Within three business days of the Provost's decision, the Faculty Conduct Panel will meet to review the Provost's decision and either uphold or overturn the suspension.

Situations calling for temporary suspension are exceptional, and the scope and duration of any temporary suspension must be narrowly tailored to the nature of the potential harm posed so that the faculty member's rights and privileges are not summarily abrogated more broadly than reasonably necessary. The faculty member's Dean or the University Librarian will consult with the Provost and the Faculty Conduct Panel concerning the length and other conditions of any temporary suspension. Salary and faculty privileges unrelated to the alleged behavior will continue through the period of the temporary suspension. If related to the alleged behavior, sanctions listed in the "Range of Sanctions" section above may apply.

### **Subsection iii: Applicability to Administrators**

#### **Administrators with Faculty Status**

The foregoing regulations apply to administrators who hold academic rank, but only in their capacity as faculty members. Administrators who allege that a consideration that violates academic freedom or governing policies against improper discrimination, significantly contributed to a decision to terminate their appointment to an administrative post or not to reappoint them are entitled to the procedures set forth in Chapter 18 of this *Handbook*.

**Part III: Reviews, Renewal,  
Sabbatical and Other Leaves**

## **Chapter 12 Faculty and Administrative Responsibilities for Renewal, Tenure, Promotion, Post-Tenure, and Sabbatical**

Reviews of faculty by their tenured faculty colleagues are conducted by one of two standing committees: *Renewal*, *Tenure*, *Advanced Tenure Clock*, and *Promotion* reviews are conducted by the Faculty Appointments Committee (refer to Chapters 12, 13, and 15 for details); *Post-Tenure* and *Sabbatical* reviews are conducted by the Post-Tenure Review and Sabbatical Committee (refer to Chapter 16). Completed peer reviews are shared with the Provost’s Office as outlined in each committee’s respective policies and procedures.

### **Section A: Review Table of Responsibilities**

The following table outlines the areas used to review a faculty member for retention, promotion, tenure, post-tenure, and sabbatical review. It also identifies all respective responsibilities for ensuring every component of a faculty review portfolio is complete and up-to-date.

<b>Input</b>	<b>Contents</b>
Administrative Inputs	<ul style="list-style-type: none"> <li>• Summary Faculty Profile of the cumulative list of the number of courses taught each semester, enrollment figures in each course, etc. or description of librarian’s main contributions, the initial letter of appointment</li> <li>• Letters from the Provost and the Dean or University Librarian</li> <li>• Letters from the Director of the Core Curriculum, Department Chairs and/or Discipline Coordinators, in the case of the undergraduate faculty</li> <li>• Letters from colleagues and from other administrative officers</li> <li>• Previous years’ letters from the President to the faculty member, regarding renewal, tenure-track status, promotion, tenure and post-tenure review</li> <li>• Performance evaluations by Dean, Director, or University Librarian, Director of the Core Curriculum, Department Chairs and/or</li> <li>• Discipline Coordinators. Student evaluations of teaching effectiveness</li> </ul>
Faculty Member Inputs (emailed to <a href="mailto:provost@dom.edu">provost@dom.edu</a> )	<ul style="list-style-type: none"> <li>• <i>Curriculum vitae</i></li> <li>• Personal statement (<b>no longer than five pages</b>) incorporating self-evaluation of the faculty member’s performance, according to the relevant criteria for decisions regarding renewal, tenure, sabbaticals, leaves, promotions or post-tenure review. In the personal statement the faculty member should take care to ensure that members of relevant committees understand how the faculty</li> </ul>

Input	Contents
	<p>member believes activities and achievements fulfill particular criteria for renewal, promotion, tenure, etc.</p> <ul style="list-style-type: none"> <li>• Any responses the faculty member wishes to make to the letters of recommendation and/or to the performance evaluations</li> <li>• Letters from colleagues at other institutions or other outside references who may address questions relevant to the faculty member’s performance; such letters might include, for</li> <li>• example, evaluations of the faculty member’s research or creative works or other contributions to the work of the discipline</li> </ul>
<p>Additions to the Portfolio (emailed to <a href="mailto:provost@dom.edu">provost@dom.edu</a>)</p>	<ul style="list-style-type: none"> <li>• A faculty member may choose to contribute supplemental material as evidence of the various criteria – teaching/librarianship effectiveness, scholarship, professional development, and/or service. Such materials will be added temporarily to the faculty Portfolio by the Office of the Provost for a particular review by the Faculty Appointments or Post Tenure Review &amp; Sabbatical Committee. That is, materials submitted for a second year review <u>will not</u> automatically be placed in a fourth year review file; materials submitted for a fourth year review <u>will not</u> automatically be place in a sixth year (tenure) review file, etc.</li> <li>• The faculty member must (re)submit any supporting documents they will to be included in any subsequent reviews (fourth year, sixth year, promotion, post-tenure) by the Faculty Appointments or Post Tenure Review &amp; Sabbatical Committee.</li> </ul>
<p>Updates</p>	<ul style="list-style-type: none"> <li>• Faculty portfolios will be updated regularly by the Office of the Provost as necessary for decisions regarding renewal, tenure-track status, leaves, sabbaticals, promotion, tenure and/or post tenure review.</li> </ul>
<p>Communication from Office of the Provost to Faculty Member</p>	<ul style="list-style-type: none"> <li>• A faculty member will be notified by the Office of the Provost when any material is updated in their file. This included addition of letters by colleagues, chair/director, dean as well as material submitted directly by the faculty member.</li> <li>• After all submissions have been added, faculty members will be notified by the Office of the Provost that their portfolio is complete. The faculty member will then review the portfolio and confirm it contains all intended material.</li> </ul>
<p>Personal Meeting</p>	<ul style="list-style-type: none"> <li>• After the Portfolio is complete, but before the Faculty Appointments Committee meets to decide its recommendation on questions of renewal, promotion or tenure, the faculty member</li> </ul>

Input	Contents
	<p>may request the opportunity to address the Faculty Appointments Committee with respect to items in the Portfolio.</p>

**Section B: Review of Provost, Associate Provost, Deans, Associate Deans, and University Librarian**

The Provost and Associate Provosts shall be reviewed by the entire full- time faculty, senior leadership and University staff members with whom they have working relationships. The Deans, Associate Deans, and University Librarian shall be reviewed every third year by full-time faculty and staff members in their units. The content of a confidential, anonymous survey will be agreed upon by the Collegium Executive Council in consultation with the chairs of the Faculty Appointments Committee and the Post-Tenure Review and Sabbatical Committee, the subject of the review, the Deans Council, and the Office of People and Culture. The aggregated results of the survey would be used as part of a performance review of the administrator by their supervisor.

# ***Chapter 13 Renewal and Tenure of Teaching Faculty and Faculty Librarians***

## **Section A: Appointment Review Schedule and Responsibilities**

The Faculty Appointments Committee makes recommendations, as described below. The Faculty Appointments Committee will also bring to the Collegium proposals concerning general policies and procedures relating to faculty employment at Dominican University.

These proposed policies and procedures are submitted to the Collegium for a recommendation as to ratification and publication in this *Handbook* as provided for in Chapter 20.

Appointments for Tenure Track Faculty Members will be reviewed on the following schedule and according to procedures described in Chapter 12:

1. The initial appointment is for four semesters with a University level review during the third semester (ordinarily fall of the second year).
2. If the first review results in renewal, a second four-semester appointment may be awarded, with the next University level review ordinarily during the first semester of the fourth year.
3. If the second review results in renewal, a six-semester appointment may be awarded, with the next review during the second semester of the sixth year.
4. The third review will include a more thorough and extensive evaluation of contributions to the University mission and to institutional and curricular needs than previous reviews. If this sixth-year review results in tenure being awarded, tenure becomes effective at the beginning of the seventh academic year of service.

## **Section B: Advanced Tenure Clock**

*One to three years advanced clock:* The Provost may offer up to three years advanced credit toward tenure for a prospective faculty member. For such an offer to be extended, a prospective faculty member must ordinarily have taught successfully full time for at least three years at an accredited institution of higher education. Effective teaching or librarianship shall be evaluated using tools comparable to those the University currently employs to assess teaching or librarianship effectiveness as stated in Chapter 6. A candidate awarded advanced credit toward tenure shall undergo all of her or his remaining faculty reviews at the University. If a candidate elects to accept advanced credit toward tenure, the decision is not reversible, except under extraordinary circumstances to be decided by the Provost and the President.

Such an offer requires the unanimous support of the Department Chair or Director (when applicable), the Dean, or University Librarian of the unit, the Provost, and the President of the University. The Faculty Appointments Committee shall also review the candidate's material and submit its recommendation to the Provost.

*Full Tenure Appointment:* Under exceptional circumstances, a prospective faculty candidate may be offered tenure. The Department Chair or Director (when applicable), Dean or University Librarian of the unit, and Provost must unanimously recommend to the President tenure for an entering faculty member. The Faculty Appointments Committee shall also review the candidate's file and submit its recommendation to the Provost.

Ordinarily, a candidate offered tenure shall need to have undergone a successful tenure-review process at another accredited institution of higher education. Such a candidate shall need to provide a file composed of the usual materials associated with a tenure-review process at the University. In addition, by virtue of being offered tenure at the University without the usual time of discernment, the candidate would need to be an exemplar of all that the University expects of its senior faculty, not only in scholarship, but also in teaching and in dedication to the mission of Dominican, rooted in Caritas et Veritas.

## **Section C: Tenure Clock Extensions**

*Research Leaves of Absence:* Time spent during the probationary period on research leaves of absence, as defined in Chapter 17, is normally counted toward the six years total required for tenure. However, upon the request of the faculty member, and with the consent of the Dean or University Librarian as well as the Provost, research leaves of up to one year may not be counted toward tenure. If that the leave is not counted toward tenure, this understanding must be achieved before the faculty member undertakes the leave and may not be altered later.

*FMLA Related Absences:* A faculty member is entitled to a one-year extension of the probationary period when the faculty member takes eight weeks [40 days] of FMLA-related absences during a given fiscal year. A faculty member may decide to decline this extension of the probationary period after first consulting with his/her Department Chair, Director, Dean, or University Librarian and then submitting a written statement to this effect to the Department Chair, Director, Dean, or University Librarian and the Provost. This statement must be submitted within four weeks after the 40<sup>th</sup> day of FMLA leave.

*Parenting:* A faculty member is entitled to a one-year extension of the probationary period occurs for each birth or adoption event. Multiple births and/or adoptions within a three-month interval of each other are considered single events. This extension is independent of any paid or unpaid leaves associated with the birth or adoption and must run concurrent with any FMLA probationary period extension. A faculty member may decline this extension of the probationary period by first consulting with his/her Department Chair, Director, Dean, or University Librarian and then submitting a written statement to this effect to the Dean or University Librarian and the Provost. This statement must be submitted within twelve weeks after the birth or adoption event.

*Other Circumstances:* Nothing in these statements shall prevent the Provost from approving an extension of the tenure clock or a delay of the tenure process in highly unusual cases upon petition from the faculty member and the appropriate Dean or University Librarian. The Provost shall inform the Faculty Appointments Committee of such approval.

## **Section D: Criteria for Renewal and Tenure**

Tenure is a continuous appointment that represents a mutual commitment between the University and the faculty member, and may only be terminated by the University pursuant to requirements set forth in Chapter 11.

Six criteria are used to evaluate decisions on faculty tenure and promotion: (1) academic credentials; (2) teaching/librarianship effectiveness; (3) participation in University service, life, and governance; (4) continuing professional development; (5) continuing record of scholarship; and (6) needs of the University.

## **Section E: Means of Establishing and Responding to Criteria for Renewal and Tenure**

Faculty members seeking renewal or tenure are responsible for providing evidence that they have met the relevant standards. This includes the responsibility to update the Faculty Portfolio and supply materials for review by the Faculty Appointments Committee by the date given.

An electronic Faculty Portfolio is maintained by the Office of the Provost to provide a fair and open mechanism for evaluation and to integrate the evaluation process carried out by the Faculty Appointments Committee with ongoing performance review of tenured faculty. The Faculty Portfolio will be used for personnel decisions, renewal and tenure recommendations, promotion and sabbatical and leave requests, as well as performance evaluation of tenured faculty.

The Faculty Portfolio will be maintained by the Office of the Provost for each full-time faculty member, including all probationary faculty members, those appointed to the non-tenure track, and those who are tenured. Candidates for promotion and tenure will submit their materials electronically. Other materials submitted to the Office of the Provost will be uploaded into the candidate's Portfolio.

Access to the Faculty Portfolio will be open to the faculty member, the President, the Provost, the Associate Provosts, the appropriate Dean, Director, or University Librarian, and the Department Chair and/or Discipline Coordinator, as well as members of the appropriate committee authorized to access the contents in order to make recommendations on particular personnel or evaluative developmental decisions. Appropriate committees are the Faculty Appointments Committee, Post-Tenure Review and Sabbatical Committee, and Faculty Grievance Committee.

Access to the Faculty Portfolio is by appropriate committees only on a need to know basis for folders relevant to their current review. The faculty member will be notified of and given an opportunity to respond to any items added to the Portfolio. The confidentiality and policy on copying of the Faculty Portfolio and all faculty personnel records is described in Chapter 13, Section G.

## Section F: Decisions on Renewal and Tenure

The review process for decisions on renewal, tenure, and promotion is established by the Faculty Appointments Committee, in consultation with the Provost. Any revisions to the process shall be submitted by the Committee to the University's Policies and Procedures Manual for approval, in accordance with the manual's approval process, at the start of each academic year.

1. The committee makes recommendations to the Provost on the retention, tenure and promotion of individual members of the faculty.
2. The committee makes recommendations through the Provost to the University President to the Board of Trustees on the granting of tenure to individual members of the faculty.
3. The committee consults with the Provost and/or the University President as needed during review of certain renewal, promotion or tenure cases.
4. The committee may make recommendations to the Provost and University President concerning approval of non-medical leaves of absence.
5. The committee brings recommendations for policies and procedures relating to faculty retention, promotion and tenure to the Provost and University President for consideration.
6. Any changes to policies will be included in the *Faculty Handbook*, subject to the approval process in Chapter 20.
7. Any changes to procedures will be included in the *Policies and Procedures Manual* subject to the approval process of that manual.

## Section G: Confidentiality of Records

Documents typically found in each faculty member's official personnel file are maintained by the Office of People and Culture or Office of the Provost, and include any personnel documents which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.

Faculty personnel records are confidential and are customarily available, on a need-to-know basis only, to the Board of Trustees, the President, the Provost, Associate Provosts, the Dean, Director, or University Librarian of the faculty member's assigned academic unit, members of the applicable Collegium Committee, the Director of the Office of People and Culture, the individual faculty member, or other appropriate members of the University community specifically designated in writing and signed by the President. In addition, the faculty member may authorize in writing access to the faculty member's file by a person not indicated above.

Further, the University may permit access to and copying from such files, pursuant to lawful requests and identification of federal, state or local agencies relevant to investigations, hearings or other proceedings pending before such agencies or the courts or as otherwise required by law.

If the files contain inaccurate information, the faculty member may request the Provost or the Director of the Office of People and Culture to make corrections. If, in their judgment, the information cannot or should not be changed, the faculty member may submit explanatory materials which will become part of the faculty member's file. No anonymous, unsigned material should be included. Faculty records stay in the Office of the Provost for three years after the termination of the faculty member's appointment.

## **Section H: Notification of Renewal/Non-Renewal and Tenure/Tenure Denial Decisions**

If a decision is made not to grant tenure to a faculty member who has been appointed to a tenure track position, the faculty member shall: (1) be notified by May 15 of the academic year preceding the final year of the faculty member's tenure track, and (2) not be eligible for retention in the current tenure track position after the completion of the final year. The faculty member has the right to appeal this decision according to the guidelines set down in Section I of this Chapter.

## **Section I: Appeal for Decisions on Promotion, Renewal, and Tenure**

A faculty member who is notified that the faculty member's appointment shall not be renewed, that the faculty member has not been granted a promotion as requested, or that the faculty member has been denied tenure has the right to meet with the Provost, in case of renewal or promotion, and the University President, in the case of tenure, to discuss the factors and process used to reach the decision.

Failing to gain satisfaction from the Provost or University President, the aggrieved party may within 30 days petition the University Collegium President in writing to form a Faculty Grievance Committee to review the decision to ensure that the applicable procedures have been followed. In the petition, the faculty member shall state in detail the reasons for which the review is requested. The University Collegium President shall then form the Grievance Committee and proceed according to Chapter 18 of the *Handbook*.

# ***Chapter 14 Renewal of Non-Tenure-Track Faculty***

## **Section A: Appointment Review Schedule and Responsibilities**

### **Clinical Faculty**

The Faculty Appointments Committee will review full-time Clinical Faculty at the Assistant rank every two years during a six-year period; at the Associate rank after four years; and at the Professor rank every six years during the remainder of their employment with the University.

### **Visiting Faculty**

Visiting Faculty who have received a tenure track appointment may petition the appropriate Dean, who upon approving the petition forwards it to the Provost for final approval, to have their time as a Visiting Faculty count toward their tenure timeline. If the time as Visiting Faculty is counted, they will be reviewed by the Faculty Appointments Committee for retention after the first full year as a tenure-track faculty member with the review including the year they were in the position of Visiting Faculty. If they held the position of Visiting Faculty for two years and successfully petitioned to have that time count towards their tenure, they will be reviewed by Faculty Appointments Committee after two years as a tenure-track faculty member. After the first review, they will follow the schedule for reviews according to Chapter 13, Section A. Visiting Faculty whose time as a Visiting faculty member does not count toward tenure – either because they do not submit a petition or because any petition is not approved – will begin the six-year probationary period and follow the same schedule as tenure-track faculty.

### **Lecturers**

In the semester of the expiration of their appointment, Lecturers seeking renewal will submit to the appropriate Dean, Director, or University Librarian an updated *curriculum vitae* and a letter requesting renewal according to the timelines set by their respective College's Roles and Responsibilities documents (see Appendices).

Upon receipt of these materials the Dean, Director, or University Librarian will conduct a review of the faculty member to determine renewal of the appointment. Ordinarily, renewal decisions are communicated to lecturers by April 15 by the appropriate Dean.

The Faculty Appointments Committee will review all material submitted by the Dean, Director, or University Librarian during each Lecturer's fourth year of employment in that role, and every fourth year thereafter as long as the individual remains in that position. In addition, the Committee will review letters submitted by peers and colleagues, student qualitative and quantitative evaluations and the personal statement submitted by the Lecturer. The Committee

will then recommend retention or termination to the Provost. The Provost will inform the Lecturer ordinarily no later than April 15 of the decision to retain or terminate.

## **Instructors**

Instructors and Clinical Instructors will be reviewed by the Dean, Director, or University Librarian of the unit before the end of their appointment, but no less than once a year. Each academic unit is responsible for defining and documenting the qualifications and criteria for renewal according to the guidelines in Section B of this chapter.

## **Adjunct Faculty**

Adjunct faculty members will be hired based on the college or school procedures for hiring adjunct faculty (see College Roles and Responsibilities in the Appendices). Reviews of adjunct faculty members will take place by the department in the first semester of service. Appointment renewals will be determined by the departmental needs and the results of periodic reviews.

## **Section B: Criteria for Renewal**

For Clinical Faculty, six criteria are used to evaluate decisions on faculty retention: (1) academic credentials and professional licensure and/or certification; (2) teaching effectiveness; (3) participation in University service, life, and governance; (4) continuing professional development; (5) continuing record of scholarship (see Chapter 7, Section A) and (6) needs of the University (see Chapter 9).

For Lecturers, five criteria are used to evaluate decisions on faculty retention: (1) academic credentials; (2) teaching effectiveness; (3) participation in University service, life, and governance; (4) continuing professional development; and (5) needs of the University (see Chapter 9).

For Instructors, Clinical Instructors, and Adjunct Faculty, the criteria used to evaluate decisions on faculty retention will be set by each college or school, but shall not be less than the minimum qualifications set in Chapter 3, Section B.

## **Section C: Means of Establishing and Responding to Criteria for Renewal**

The non-tenured full-time faculty member is responsible for giving evidence that the faculty member deserves renewal. This includes the responsibility to update the Faculty Portfolio and supply appropriate materials (see Table in Chapter 12) for review by the Dean or University Librarian of the unit and by the Faculty Appointments Committee by the date given.

An electronic Faculty Portfolio is maintained by the Office of the Provost to provide a fair and open mechanism for evaluation and to integrate the evaluation process carried out by the Deans or

University Librarian with the review carried out by the Faculty Appointments Committee. The Faculty Portfolio will be used for personnel decisions, renewal recommendations, promotion and sabbatical and leave requests, as well as performance evaluation.

The Faculty Portfolio will be maintained by the Office of the Provost for each full-time faculty member. The Faculty Portfolio will be maintained by the Deans or University Librarian of the unit in which part time faculty teach. Records for all faculty will be maintained electronically, with hard copy information scanned into electronic format and placed in the faculty members' portfolios.

Access to the Faculty Portfolio will be open to the faculty member, the President, the Provost, the Associate Provosts, the appropriate Dean, Director, or University Librarian, and the Department Chair and/or Discipline Coordinator, as well as members of the appropriate committee authorized to access the contents in order to make recommendations on particular personnel or evaluative developmental decisions. Appropriate committees are the Faculty Appointments Committee, Post-Tenure Review and Sabbatical Committee, and Faculty Grievance Committee. Access to the Faculty Portfolio is by appropriate committees only on a need to know basis for folders relevant to their current review. The faculty member will be notified of and given an opportunity to respond to any items added to the Portfolio. The confidentiality and policy on copying of the Faculty Portfolio and all faculty personnel records is described in Chapter 13, Section G.

## **Section D: Decisions on Appointment Renewal**

*Clinical Faculty:* Once the Faculty Appointments Committee submits its recommendations about a Clinical Faculty member's candidacy for Renewal, the Provost reviews it and decides whether or not to renew the appointment.

*Lecturers:* The Dean or University Librarian will make a recommendation to the Provost regarding reappointment within one month of his/her annual review, and the Provost will communicate with the faculty member regarding reappointment before the end of the Spring semester. Once the Faculty Appointments Committee submits its recommendations about a Lecturer's candidacy for Renewal, the Provost reviews it and decides whether or not to renew the appointment.

*Instructors:* The Dean, Director, or University Librarian will notify Instructors and Clinical Instructors on the results of their performance review, and whether or not their appointment will be renewed. Such notification will occur in semester in which their appointment ends.

## ***Chapter 15 Faculty Promotion***

### **Section A: Schedule and Responsibilities**

Dominican University is committed to academic excellence as demonstrated by teaching/librarianship, scholarly or creative activity, and professional service to the University and to the greater academic community. Promotion in rank gives recognition to the individual faculty member's contributions to academic excellence. Promotion decisions are separate from decisions on questions of renewal or tenure, and the faculty member must submit a separate application for any desired promotion. An application for promotion must be submitted to the Provost on or before December 15th. All promotions that are approved become effective at the beginning of the next academic year.

### **Section B: Qualifications and Criteria**

To be eligible for promotion to each rank, the individual must give evidence of possessing the qualifications for that rank. In all but very exceptional circumstances, individuals must meet all the qualifications for the next highest rank before the Faculty Appointments Committee shall recommend promotion. Candidates may apply the year in which they are completing their qualifications. The qualifications and criteria for each rank are outlined above in Chapter 3, Section B.

Achievements before the initial appointment are generally reflected in the initial faculty rank and other terms of the initial appointment. Promotion to a higher rank reflects faculty achievements at the University.

### **Section C: Salary Increase for Promotion**

Full-time faculty members receive a salary increase for promotion in rank. The salary increase is given for the year in which the promotion is effective and is given in addition to any other annual increase. The amount of the salary increase depends upon the faculty member's new rank. Ordinarily, faculty members promoted from Assistant to Associate ranks receive a 4 percent increase and from Associate to Professor ranks receive a 6 percent increase. Ordinarily, faculty members promoted from Instructor to Lecturer receive a 3 percent increase; from Lecturer to Senior Lecturer a 3 percent increase; and from Senior Lecturer to Distinguished Lecturer a 4 percent increase. In situations of serious financial exigency of the University, amounts of increases may be subject to change.

### **Section D: Means of Establishing and Responding to Criteria**

It rests with the candidate for promotion to give evidence that he or she deserves such recognition. This includes the responsibility to update the Faculty Portfolio (see the University's *Policies and Procedures* manual), to ensure that it is complete, and to supply relevant materials by the due date.

## **Section E: Review and Notification**

In the fall of each academic year the Faculty Appointments Committee provides the procedures by which it will examine a faculty member's application for promotion. Dates for deadlines for receipts of the applications will be announced, at the beginning of each academic year, by the Provost. Materials supporting the faculty member's application for promotion must be submitted to the Provost's office electronically, unless another arrangement is requested by the faculty member and approved by the Provost.

Upon completion of its review of the material submitted, the Faculty Appointments Committee will make its recommendation to the Provost, who will notify the faculty member of the Committee's recommendation and the Provost's final decision approving or denying promotion, along with the rationale for the decision.

## **Section F: Appeal Process**

After consulting orally with the Provost, the faculty member may request reconsideration if the deficiency is the result of a lack of information on the part of the Faculty Appointments Committee that the candidate can readily supply. The Committee shall not, however, reconsider an application in the same academic year because of achievements that postdate the application.

Failing to gain satisfaction from the Provost or the Committee, the aggrieved party may file a grievance as directed by Chapter 18 of this *Handbook* to ensure that applicable procedures have been followed.

## ***Chapter 16 Post-Tenure Review***

### **Section A: Schedule and Responsibilities**

The performance of every tenured faculty member shall be reviewed at least every seven years. This review is an evaluation of the faculty member's post-tenure performance and continuing development in teaching, scholarship, and service. Failure of any faculty member to engage in this review in good faith may result in permanent letters of reprimand being placed in the faculty member's file, deprioritized or denied requests for sabbaticals or faculty development grants, or other disciplinary or corrective action. Failure or refusal to engage in this review will be considered gross neglect as defined in Chapter 11, Section C.

In the fall of each academic year, no later than the week following August 31, the University Provost will consult with the Chair of the Post-Tenure Review and Sabbatical Committee on the names of faculty members who are five years removed from a grant of tenure or their last post-tenure review. This list may also include faculty members who did not complete a post-tenure review on schedule due to circumstances approved by the Provost and Post-Tenure Review and Sabbatical Committee. Such faculty members will be notified by October 1 that their post-tenure review will be held in two years.

Once a list of faculty members due for post-tenure review has been determined by the Provost, the Post-Tenure Review and Sabbatical Committee is responsible for conducting the review. The procedures for conducting these reviews will be located in the University's *Policies and Procedures Manual* and may be changed only by the Post-Tenure Review and Sabbatical Committee. Such changes will be subject to the Procedures Manual regular approval process. The Committee shall submit minutes to the Collegium recording procedural and policy discussions and decisions. The Committee shall communicate with the faculty member under review to discuss the subject matter and method of the review. All questions and information relating to individual faculty members shall be considered confidential.

Although individual faculty members will be contacted by the Post-Tenure Review and Sabbatical Committee, the ultimate responsibility for ensuring a timely review rests with the faculty member. Faculty members should contact their Dean if they believe they are due for post-tenure review and have not been contacted by October 1 of their review year. Faculty members are responsible for providing all documentation and information on time and in the format requested by the Committee.

### **Section B: Final Report and Appeal Process**

The final post-tenure review report, including such information as the Committee determines in their procedures, should be available for the faculty member's inspection for at least 14 days before any further action is taken by the Provost. Either the Committee Chair or the individual faculty member under review may request a face-to-face discussion upon receipt of the final report. Should

the final report indicate any negative action is to be taken, as interpreted by any party, face-to-face discussion between the faculty member and the Committee Chair is required. Subsequently, a report shall be sent to the Provost for retention by that office.

Should the faculty member under review object to any portion of the final report and not resolve the objection(s) with the committee, the faculty member may request a meeting with the Provost and the Committee Chair. Should that meeting not resolve the objection(s), the faculty member may file a grievance as directed by Chapter 18 of this *Handbook*.

# ***Chapter 17 Sabbatical and Other Leaves***

## **Section A: Sabbaticals**

Dominican University strongly supports the scholarly, creative and professional development, as well as the personal renewal, of its full-time tenured faculty through a program of sabbatical leaves. The University shall carefully review all applications. Sabbaticals are awarded through an annual competitive institutional environment with a long-term goal of institutional balance.

### **Eligibility**

Full-time tenured faculty members who have completed at least six years of consecutive service at the University are eligible to apply for a sabbatical leave. Administrators who hold faculty rank may apply for sabbatical if upon their return they will carry a full teaching load or equivalent. A tenure-track faculty member may apply for a sabbatical simultaneously with an application for tenure during the sixth year of consecutive service at the University; however, the sabbatical shall be entirely contingent upon a successful review resulting in tenure in year seven.

After the first sabbatical leave, a full-time tenured-faculty member becomes eligible for subsequent sabbaticals after completing another six consecutive years of service at the University, following the academic year of the last sabbatical.

Applications must be submitted no earlier than the sixth year of service for a sabbatical in the following (seventh) year. For example: An eligible faculty member must apply for a sabbatical leave for Fall 2026 or Spring 2027 during 2025-2026. If that faculty member receives and takes a sabbatical leave during 2026-2027, then, assuming six consecutive years of service at the University, the earliest she would be eligible to apply for her next sabbatical leave would be during the 2031-2032 academic year for a sabbatical to be taken in either Fall 2032 or Spring 2033.

### **Sabbatical Length, Pay, and Post-Obligation**

Sabbatical leaves are granted for one semester at full base salary; or, as an alternative, the faculty member seeking sabbatical may request a leave of one full academic year at one-half their then-current salary. In reference to the 21-hour workload, the default sabbatical semester will be awarded at 12 workload hours. In circumstances where the teaching needs do not fit this distribution, faculty, in consultation with their dean and department/program chair, can consider alternative arrangements. A faculty member accepting a sabbatical leave is required to return to the University at the end of the sabbatical for a period of at least one year, unless the individual's appointment is not renewed. Other than where medical or disability issues prevent the faculty member's return (or where the University and faculty member agree otherwise), a faculty member on sabbatical must repay the University the full amount of compensation and benefits provided by the University during the sabbatical year if the faculty member fails to

return for at least one year after the sabbatical concludes. A faculty member granted sabbatical will execute an agreement with the University that sets forth the terms and conditions of the sabbatical, including the agreement to return or repay compensation and benefits.

The sabbatical project may represent either new or continuing work. It may be a project that can be brought to completion within the sabbatical period, or it may be a more open-ended project still in its formative stages.

The important point is that the project be fully described in terms of the applicant's field and development as scholar and teacher. Applicants should bear in mind that the proposal shall be reviewed by members of the Post-Tenure Review and Sabbatical Committee, who may or may not have a specialized knowledge of the proposal's area of inquiry.

## **General Conditions Governing Use of Sabbaticals**

Applications for sabbaticals generally fall into four non-exclusive categories: professional research for publication directly related to accreditation requirements, professional research/creative endeavors related to one's discipline, professional development directly related to University teaching responsibilities, and personal renewal for continued professional contribution to the University. Faculty must remember that the Post-Tenure Review and Sabbatical Committee will establish priorities between these categories, but must also be conscious of a fair distribution of resources across the entire University over time. One or more school's accreditation requirements may take priority in a given year, but may not lay claim to sabbaticals to the detriment of the full University community. The need for quality research in advancing the University mission may take priority in a given year, but may not lay claim to sabbaticals to the detriment of a healthy University curriculum and faculty. Sabbaticals are a privilege provided for the advancement of the wider University community and not simply for the individual faculty agendas.

Full-time teaching at another institution or full-time employment of a non-research nature is not normally permitted during a sabbatical. Exceptions to this policy must be approved, in writing, by the Provost.

A sabbatical leave is intended to relieve a faculty member or department/program chair from all routine service to the University, including, but not limited to, all committee work. Any exception to this policy must be agreed to in writing both by the Provost for University-level committees or appropriate Dean or University Librarian for college-level committees and the individual granted a sabbatical.

The sabbatical period can be counted toward the years of service in rank expected before promotion to the next rank.

Within one academic semester of returning to the University from sabbaticals, individuals must submit a report of sabbatical activity. The Post-Tenure Review and Sabbatical Committee will establish expectations for this report and will be provided for faculty who are granted sabbaticals. The Office of the Provost, in cooperation with the Committee on Post-Tenure

Review and Sabbatical, shall establish and maintain an archive of post-sabbatical reports, documenting the creative and scholarly development of the University's faculty.

## **Institutional Review Board Prior Approval**

Written approval from the Institutional Review Board (IRB) for any research involving living people must be submitted with the sabbatical application. Approval of the IRB must be received prior to the submission of a sabbatical request. If IRB approval is not required, this must be clearly stated in the request and is subject to review by the IRB. For details about Institutional Review Board protocols, see their website. Failure to comply with this paragraph will remove any request from consideration during that cycle.

## **Application Submission Deadline**

Applications must be fully completed no later than November 15<sup>th</sup> of the academic year prior to the academic year for which the sabbatical is requested. Requests must be submitted to the Post-Tenure Review and Sabbatical Committee by November 15<sup>th</sup>. All materials should be submitted to the Committee through the Office of the Provost.

Endorsements, when applicable, must be received from the Department Chair, Dean, Director, or University Librarian of the unit; therefore, additional deadlines may be established by those entities.

## **Application Requirements**

The Post-Tenure Review and Sabbatical Committee, in consultation with the Provost, will establish application requirements in their procedures document. For a description of application requirements, see Appendix D of this *Handbook* and any annual message distributed by the Post-Tenure Review and Sabbatical Committee. An application not prepared according to the established guidelines or not received by the deadline may not be considered during that cycle.

## **Application Review Process**

The Post-Tenure Review and Sabbatical Committee shall review all fully completed and on deadline applications from eligible candidates. The CPTRS shall rank order the submissions based on the quality and priority of the application. The CPTRS will base its evaluation of quality and priority on the purpose, significance, impact, and timetable/feasibility of the proposed sabbatical project. The Committee will submit the ranking order and explanations for the ranking order in writing to the Provost and President. All faculty members who requested a sabbatical shall be informed of their position on the list submitted to the Provost and President and may request, in writing, an explanation for that position from the Committee. The Committee must provide a written explanation within 30 days.

The Provost shall review applications and materials and make a recommendation to the President about whether or not to grant the sabbatical leave based on the merits of each case within the larger contexts of institutional resources and priorities. The expectation is that sabbaticals shall be awarded in the order of the list submitted by the faculty committee. Any deviation from the list must be explained in writing and provided to the Post-Tenure Review and Sabbatical Committee before decisions are announced. Since sabbaticals are a privilege granted by the university, not a right of employment, the Provost (in consultation with the President) may cap the number of sabbaticals granted in any one year, up to 10% of the total tenured faculty plus sixth-year faculty (who are up for tenure that year). The Provost (in consultation with the President) will inform faculty at the beginning of each academic year the number of faculty eligible for sabbatical, as this number may change from year to year, depending on the number of tenured faculty and the number of sixth-year tenure track faculty.

## **Section B: Research Leaves**

The University supports efforts by faculty members to obtain Fellowships and Prestigious Grants, as these enhance the reputation of the University. Faculty members applying for any external awards that may require a leave of absence from the University during the award period should inform the appropriate Dean, Director, or University Librarian and the Provost during the application period. Before submitting the application, faculty members should discuss with the Office of People and Culture how a leave will affect faculty compensation. In situations where the compensation or benefits provided by a Fellowship or Prestigious Grant is less than the faculty member is currently receiving from the University, the University may, in its discretion and in consideration of its overall needs and available resources, provide supplemental compensation or benefits up to the amount of compensation or benefits the faculty member had earned in the year prior to taking the Fellowship or Grant.

Leaves of absence for research unrelated to an external award (see Chapter 7, Section B) may be granted to full time faculty members by the President upon the recommendation of the Faculty Appointments Committee if endorsed by both the Provost and appropriate Dean or University Librarian. Unless the University and the faculty member or faculty librarian otherwise agree in writing, such leaves of absence shall be without pay but will include benefits provided the faculty member pays their co-pay contribution. Faculty members considering this option should fully review the sabbatical option discussed in Section A of this Chapter.

The Post-Tenure Review and Sabbatical Committee may take a leave award in this section into consideration when prioritizing sabbatical requests. Research leaves awarded under this section typically count on the tenure clock, unless the faculty member petitions for the leave not to be counted and such petition is approved by the Provost.

## Section C: Medical Leaves

Leaves of absence granted under Chapter 17 totaling one year or less will be counted toward the years of service in rank expected before promotion or tenure, unless the faculty member petitions for the leave not to be counted and such petition is approved by the Provost.

## Section D: Faculty Medical, Parental, and FMLA Policies

### Faculty Paid Medical Leave/Short Term Disability (STD) Policy

Full-time faculty as defined in Chapter 3, Section A of the *Faculty Handbook*, may request a leave for medical reasons. Faculty who hold a rank of “visiting” are not eligible for this benefit. Should a visiting faculty member be converted to a full-time appointment, time spent in the visiting role will count towards length of service the purpose of calculating salary continuation.

A request for a medical leave of absence must be submitted to the Dean or the University Librarian as soon as practicable after the faculty member becomes aware of the need for such leave. The Dean or University Librarian is responsible for notifying the Provost of any extended medical leave of absences. Such requests for a leave of absence for illness or disability must be supported by medical documentation in accordance with the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and all other applicable federal, state and local laws. The faculty member must coordinate the medical leave with the Office of People and Culture.

Faculty members on authorized medical leave will be eligible for their salary according to the following schedule. Any leave will run concurrent with available FMLA. It is understood that this leave policy exceeds the length of service and compensation requirements of FMLA.

• Semesters of Service Paid Salary Continuation	
• 1st through 2nd	• 4 weeks of full salary
• 3rd through 4th	• 4 weeks of full salary, 4 weeks at half
• 5th through 6th	• 8 weeks of full salary, 4 weeks at half
• 7th and beyond	• 16 weeks of full salary or a full semester

Paid salary continuation during medical leave is covered by the University’s Short Term Disability (STD) benefit. After 90 days, or the end of paid salary continuation, whichever is longer, faculty members could qualify for Long Term Disability (LTD). Faculty members are responsible for completing the LTD application process and submitting it to the third-party administrator no later than 45 days after the start of the leave. Any benefits to the faculty member will be pending claim approval from the third-party administrator. If approved, this benefit would begin after STD benefits cease, and may pay up to 60% of the pre-disability salary. To the extent a faculty member is eligible for LTD benefits and also eligible for paid leave under this policy, leave under this policy will be used to supplement the faculty member’s LTD benefits to provide 100% of the pre-disability salary during the weeks of overlap.

If a faculty member returns to active work following disability leave, and subsequently requires additional leave within 12 months, the two periods of absence will be considered a single period of disability for the purposes of computing the faculty member's STD benefit unless the second disability is due to an illness or injury determined by the University in its sole discretion to be entirely unrelated to the first disability.

## **Paid Parental Leave**

Dominican University recognizes the importance of providing parents with an appropriate amount of time to recover, adjust and care for a new child. Accordingly, the University will provide up to sixteen (16) weeks (or a full semester) of Paid Parental Leave to eligible full-time faculty members. Eligible full-time faculty may take Paid Parental Leave when they are medically unable to work due to pregnancy or childbirth and to care for and bond with a new child following the birth of a child or the placement of a child under the age of eighteen (18) with the faculty member in connection with adoption or foster care.

Paid Parental Leave is only available to eligible full-time faculty who are eligible for Family and Medical Leave Act (FMLA) Leave (see FMLA section for eligibility guidelines). Eligible full-time faculty may only be entitled to one period of Paid Parental Leave within a 12-month period (calculated by looking backward from the first date of leave). "Eligible full-time faculty member" is defined the same as Full-time faculty as defined in Chapter 3, Section A of the *Faculty Handbook*. Faculty who hold a rank of "visiting" are not eligible for this benefit. Should a visiting faculty member be converted to a full-time appointment, time spent in the visiting role will count towards length of service. Paid Parental Leave will run concurrently with leave available under the Family and Medical Leave Act ("FMLA") and any state family and medical Leave law, as applicable. In other words, Paid Parental Leave and FMLA leave entitlements will be drawn down concurrently, where applicable. It is understood that this leave policy exceeds the amount of leave and compensation requirements of the FMLA.

Paid Parental Leave must be completed within the 12-month period following the date of the child's birth or placement and cannot be taken on an intermittent basis.

Requests for Paid Parental Leave must be submitted to the Dean or the University Librarian as soon as practicable. The Dean or University Librarian is responsible for working with the faculty to coordinate the details of the leave and for notifying the Provost of a pending parental leave. The faculty member must notify the Office of People and Culture of the pending parental leave request. Faculty who are medically unable to return to work after Paid Parental Leave may be entitled to additional benefits under the University's Medical Leave Policy and/or Short- Term or Long- Term disability policies. Faculty who elect to continue on leave beyond the allowable paid time under this policy may do so on an unpaid basis if the faculty member has additional leave available under the FMLA or any state or local leave law. During Paid Parental Leave, insurance elections will continue. The faculty member will remain responsible for paying his/her portion of insurance premium(s) in order to keep insurance coverage active.

Faculty members who are pregnant and/or give birth but are not eligible for Paid Parental Leave may be eligible for paid medical leave/STD as outlined in the University's Medical Leave/Short Term Disability policies to the extent leave is required for medical or common conditions related to pregnancy or childbirth.

Faculty members who believe they require additional time off or other accommodations related to pregnancy or childbirth should contact their Dean or University Librarian. Such requests will be considered pursuant to the University's accommodation procedures. Any additional time off provided will be unpaid unless another University policy applies.

Faculty members who are not eligible for Paid Parental Leave but desire time off to care for and bond with a new child following the birth of a child or the placement of a child under the age of eighteen (18) with the faculty member in connection with adoption or foster care should contact their Dean or University Librarian. Requests for bonding time off will be considered on a case- by-case basis, and any time off provided will be unpaid unless another University policy applies.

## **Family and Medical Leave Act (FMLA) Leave**

The Family & Medical Leave Act (FMLA) allows eligible faculty members to take job- protected leave for up to a total of 12 work weeks within a rolling 12-month period because of:

1. The birth of a child and to care for the newborn child, because of the placement of a child with the faculty member for adoption or foster care ("Bonding/Parental Leave"),
2. The faculty member is needed to care for a family member (child, spouse or parent) with a serious health condition,
3. The faculty member 's own serious health condition makes the faculty member unable to perform the functions of his or her job (including workplace injuries/illness) or
4. Any qualifying exigency (as defined by the FMLA) arising out of the fact that the faculty member's spouse, son, daughter or parent is a military member on covered active duty or has been notified of an impending call or order to covered active duty status.

In addition, eligible faculty members who are the parent, child, spouse, or next of kin of a covered service member with a serious injury or illness may take job- protected leave for up to a total of 26 workweeks in a single 12- month period (calculated from the first date of the leave) to care for a covered service member. For the purposes of this policy, a covered service member is defined as a member of the Armed Forces (and certain veterans) undergoing medical treatment, recuperation, or therapy, in outpatient status, or on the temporary disability retired list for a serious injury or illness. A serious injury or illness in the case of a member of the Armed Forces means an injury or illness incurred or exacerbated in the line of duty during active service in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. Bonding/Parental Leave must be completed within the 12 month period beginning on the date of the birth or placement and cannot be taken on an intermittent basis. In accordance with the FMLA regulations, married couples in which both spouses are employed by the University may be limited to a combined total of 12 or 26 workweeks of FMLA leave per year (depending on the reason for leave) for

Bonding/Parental Leave, to care for a parent with a serious health condition or to care for a covered service member with a serious injury or illness.

If a faculty member suffers a work-related injury that qualifies as a serious health condition, and if permitted by state and federal law, then the leave available under the FMLA will run during any work-related absence. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once or the faculty member may work a part-time or reduced schedule, based on certified medical necessity.

## **Eligibility for FMLA Leave**

To be eligible for FMLA leave, a faculty member must (1) have been employed by the University for at least 12 months (not necessarily consecutive months); have worked at least 1,250 hours during the previous 12 month period; and work at a location that employs at least 50 employees and/or at a location where 50 or more employees are employed within a 75-mile radius.

## **Pay and Benefits During Leave**

FMLA leave is unpaid. However, to the extent a faculty member is eligible for Paid Medical Leave, Paid Parental Leave or any other paid leave available under the University's policies, such paid leave will run concurrently with FMLA leave.

When all paid leave has been used, the remainder of the FMLA leave will be unpaid.

During FMLA leave, a faculty member's insurance elections will continue at the current level during FMLA leave. The faculty member will remain responsible for paying their portion of the premium(s) in order to keep insurance coverage active.

## **Notice Requirements**

The request for FMLA leave must be submitted to the Dean or the University Librarian as soon as practicable. The Dean or University Librarian is responsible for notifying the Provost of a pending FMLA leave. FMLA paperwork must be submitted to the Office of People and Culture for approval. Except in an emergency situation, the faculty member must provide notice of the need for FMLA leave at least thirty (30) days in advance of the requested leave start date. If the leave is not foreseeable, the faculty member must provide notice to the University as soon as practicable. Unplanned absences should be communicated to students as soon as possible and reported to the Department Chair, Dean or Director. Faculty members must make a reasonable effort to schedule medical appointments/treatments so that it is not unduly disruptive to the University's operations.

## **Certification**

If a faculty member takes a leave of absence because of the serious health condition of the faculty member or the faculty member's family member or to care for a covered service member who is a parent, child, spouse or next of kin, the faculty member must submit a written medical certification form from a health care provider evidencing the serious health condition and outlining the leave requirements. Failure to provide such certification upon request may result in denial or delay of leave.

## **Job Restoration**

Upon return from FMLA leave, faculty members will be returned to the same or an equivalent position. Faculty member's rights to guaranteed reinstatement under the FMLA end after they exhaust their 12 weeks FMLA leave. Any approved extension of the leave after 12 weeks will be treated as non-FMLA. Faculty members are responsible for completing the LTD application process and submitting it to the third-party administrator. Tenured faculty members will have job restoration for up to one year from the start of the medical leave. The faculty member's insurance elections will continue at the current level during this time. The faculty member will remain responsible for paying their portion of the premium(s) in order to keep insurance coverage active. As noted in Chapter 11, Section C of the *Faculty Handbook*, "A faculty member may be dismissed if the Provost, or the Dean or University Librarian of the relevant academic unit reasonable concludes that the faculty member cannot fulfill the essential functions of his/her position due to illness or disability with or without reasonable accommodations."

## **Non-Discrimination and Anti-Retaliation Policy**

The University will not use any protected leave as a negative factor in employment decision or discharge, discriminate, or otherwise retaliate against any faculty member because of that faculty member's use of FMLA leave, opposition of any practice made unlawful by the FMLA, or involvement in any proceeding under or relating to FMLA. In addition, the University will not illegally interfere with, restrain, or deny any faculty member's right to exercise his/her FMLA rights. Faculty members who believe the University has interfered with their rights or otherwise discriminated against them in violation of the FMLA should report the issue to his/her dean or to the Office of People and Culture and/or to the Faculty Grievance Committee. Faculty members may also raise concerns with the U.S. Department of Labor and/or through a private cause of action. In addition, the FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights.

## **Additional Leave Provided by State and/or Federal Law**

The University will comply with all federal, state and/or local laws that provide for leave in excess of the leave outlined in this policy. Unless otherwise prohibited by law, faculty will be required to exhaust FMLA and any leave provided by state law for the same purpose

concurrently. Faculty with questions regarding additional leave that may be available under federal, state and/or local law should contact the Office of People and Culture.

## **Section E: Other Leaves**

Requests for leaves not covered in Chapter 7, Section B, or in this chapter should be coordinated through the Office of People and Culture.

## ***Chapter 18 Procedures for Faculty Grievances***

The Executive Council of the Collegium shall appoint Faculty Grievance Co-Chairs at its first meeting of each academic year. The Co-Chairs will be tenured faculty members, one of whom has taught at least 50% of their courses at the graduate level in the previous two years and one who has taught at least 50% of their courses at the undergraduate level in the previous two years. A faculty member may file a grievance, in writing to one of the Co-Chairs, if the faculty member believes their rights under this *Handbook* or other applicable procedure have been violated. Pursuant to the procedures that follow, the Grievance Committee will hear the matter and submit a recommended resolution to the Provost or President, as the case may be. These grievance procedures do not apply to alleged violations of the University's policy that prohibits discrimination and harassment, which will be resolved using the procedures applicable to such alleged violations. Complaints or proposals dealing with practices and policies, rather than dealing with established rights, should be submitted directly to the Co-Chairs of the Grievance Committee or the Provost and the submission of or intent to submit a grievance must remain confidential. The Provost, when appropriate and relevant, may engage in outreach pertinent to the grievance, such as consultation with the Office of People and Culture. In such cases, the Provost will first inform the grievant of any consultation.

The right to file a sincerely-held grievance is clearly articulated in this *Handbook*. As such, any action by a faculty member or administrator which retaliates against a faculty member for filing a grievance is, in turn, a violation of the rights articulated in this *Handbook*.

### **Section A: Procedures for Alleged Violations of Academic Freedom**

The Collegium President shall call for the formation of a Grievance Committee to review and/or hear cases when a faculty member feels that he or she has been unjustly treated in matters of academic freedom or their rights under this *Handbook* or other applicable procedure have been violated. The Committee's specific rules of procedure are set forth in Section B of this chapter.

The faculty member(s) who feels there has been unjust treatment should first meet with the Grievance Committee Co-Chairs or member of the Collegium Executive Council to review the nature of the complaint and the grievance procedures. The Grievance Committee Co-Chairs or designee from the Executive Council may attempt to mediate the grievance by bringing the grievant(s) and respondent(s) together for a discussion, or meet with each separately and attempt to facilitate an agreement regarding a resolution.

Failing such a mediated resolution, and upon the filing of a written grievance with the Grievance Committee Co-Chairs, Grievance Committee Co-Chairs shall then form a Grievance Committee according to Section B below. The Committee shall consist of the co-chairs, and three members of the University Collegium. At least one Collegium member must be from the aggrieved faculty member's college or unit. The committee review process would then proceed as stated in Section B of this chapter.

## Section B: Procedures for the Formation and Conduct of a Faculty Grievance Committee

1. Once a grievance is filed, the Co-Chairs, within five school days, shall establish a Grievance Committee which shall consist of the two Co-Chairs, a member of the University Collegium selected by the party filing the grievance, a member of the University Collegium selected by the party against whom the grievance is filed and a member of the University Collegium selected by the Co-Chairs. All determinations made by this committee will be by majority vote of all its members. If one or both of the co- chairs have a direct interest or prior involvement in the grievance he/she/they should recuse himself/herself/themselves. If there is no self-recusal and either party in the grievance believe that there is a conflict of interest, either party can request recusal. The Collegium President will decide on the recusal and choose replacement co- chair(s) if necessary.
2. Within five (5) school days of its formation, the Committee shall notify the party against whom the grievance was filed, of the grievance and the supporting documentation submitted with it. The Committee shall request a written response to points raised by the grievance along with any supporting evidence to be submitted to the Committee within ten (10) school days.
3. Upon receipt of all the relevant documentation (including witness statements), or at the end of the period set for receipt of documentation, whichever comes first, the Committee shall meet to assess whether a hearing of the parties involved is necessary. If not, the Committee will proceed according to Item 12 below. If it is necessary, the Committee shall conduct a hearing within ten (10) school days during the regular academic year and twenty-one (21) school days during the summer after making its determination to proceed. Both parties in the grievance shall have a right to appear at this hearing.
4. In the event that there is more than one person in the party filing the grievance, and/or in the party against whom the grievance is filed, the party(ies) shall appoint a spokesperson who may not be an attorney. The spokesperson(s) shall make the opening statement(s) and the rebuttals before the Committee.
5. After the hearing is called to order, both parties will make their opening statements detailing the grievance and a response to the grievance. Each opening statement shall also include presentation of relevant documentation, including written witness statements, and not exceed 15 minutes.
6. After both opening statements, each party shall have 10 minutes for a rebuttal.
7. At the conclusion of these statements, the members of the committee may question either party to clarify any statements made, or to seek additional information that may be helpful in reaching a determination. The committee may also seek a voluntary resolution of the issue with the parties involved. If a resolution is reached, it is recorded and no further action by the committee will be needed.
8. At the conclusion of the hearing, the Committee will go into a closed session to discuss its determination. The Committee may determine in favor of the party filing the grievance, may determine in favor the party against whom the grievance is filed or may decide that additional information is needed (such as oral witness testimony) to reach a determination.

9. If the Committee determines more information is needed, it will schedule a meeting within 10 school days to hear the additional information. Such information-gathering may include parties other than those involved in the grievance.
10. The Grievance Committee will submit a full report of the grievance, its findings, documentation, and recommendation to the President-Elect of the Collegium and to the President's Office. Upon submission of this report, the Committee for that grievance will be disbanded. The party to whom the recommendation is made (Provost, University President, or President of the Board of Trustees) must provide a written ultimate decision, with rationale, to the co-chairs within twenty-one (21) calendar days.
11. The Committee may declare breaks in its hearing at its own request or the request of any of the members of either party.
12. The Committee reserves the right to tape record the proceedings in order to help it in its deliberations. Any such tape recordings shall be held by the Co-Chairs. The tape recordings shall be transcribed and subsequently destroyed, to the extent permitted by law. The transcriptions shall remain with the other documents submitted to the Committee.
13. All presentation times, timelines and deadlines may be extended if the circumstances warrant or as deemed necessary for the fair and equitable resolution of a grievance or to comply with other applicable University policies or procedures.
14. Neither the party filing the grievance nor the party against whom the grievance is filed may have an attorney representing them at the hearing.
15. If the Committee believes that either party has substantiated his or her grievance, the Committee will make a recommendation for resolution to the Provost, within ten school days, who will review it and reach a decision for action to be taken. The Committee will provide a copy of its recommendations to the Provost to the parties involved in the grievance at the same time it submits its recommendations to the Provost.
16. If the Provost or the Provost's Office is the party against whom the grievance is filed, then the Committee shall submit its recommendations to the University President for decision. If the University President, or the President's Office, is the party against whom the grievance is filed, then the Committee shall submit its recommendation to the President of the Board of Trustees for decision by the Board of Trustees or a committee or ad-hoc committee of the Board of Trustees.

## **Part IV: Changes and Revisions**

## **Chapter 19 Changes**

### **Section A: Responsibility**

The Collegium Past President has the responsibility for maintaining and overseeing the content of this *Handbook*. The Collegium Past President, upon Collegium Executive Council approval, shall develop a procedure for: resolution of any conflicts that may arise between this *Handbook* and any of the Constitutions and/or Bylaws mentioned in Section B of this chapter; issues of interpretation of these by-laws; questions requiring clarification of these by-laws; and procedures for application of these by-laws. Decisions coming out of this conflict resolution procedure shall be ratified by the Collegium. The Collegium shall then make a recommendation regarding its decision to the University Provost and University President, which the Provost or President can accept or reject. This process should reflect a commitment to shared governance and should be discussed in regular meetings between the Deans and the Collegium Executive Council, in addition to Collegium meetings.

### **Section B: Conflicts**

Nothing in this *Handbook* shall conflict with the Board of Trustees Bylaws. All Bylaws and Procedures developed by University Colleges, Schools, Departments, and other teaching units may expand on this *Handbook* but must not conflict with it.

### **Section C: Clarification**

At times, the content of this *Handbook* may require clarification, interpretation, or application to a situation not anticipated by this *Handbook*. In those instances, the Collegium President shall issue a clarification, interpretation, and/or application after consultation with those who have an interest and/or expertise in the matter. Such clarification is subject to approval by the Collegium and shall be entered into Section F of this chapter for no more than two years unless incorporated into Section D of this chapter.

### **Section D: Procedure**

Part I of this *Handbook* is the responsibility of the Board of Trustees. Any changes to Part I must come from that body, after receiving input from the Collegium and the University's Administrative Staff. The Collegium Past President shall ensure that all changes made to Part I are incorporated into this *Handbook* in a timely fashion, effective immediately upon publication.

Part II, III, and IV of this *Handbook* can be changed only through the process mentioned in Chapter 20, Sections A and B, except that decisions in Section F of this chapter, that pertain to Part II, shall be in effect for two years, or until they complete the procedure in Chapter 20, Sections A and B, whichever comes first.

## Section E: Notification

Upon ratification and approval of conflict resolution decisions, interpretations, clarifications, and applications, the Collegium Past President shall cause such approvals to be published in their entirety in Section F of this chapter for all to review. All such entries in this section shall become an official part of this *Handbook* and shall be adhered to accordingly. All such entries shall be in effect for no more than two years unless they are made a permanent part of this *Handbook* according to the procedures in Chapter 20, Sections A and B.

## Section F: Decisions

- g) President's interpretation of Bylaws of Chapter 12, Section C, Salary, pages 55-56 which states: "Ordinarily, faculty members promoted from Assistant to Associate rank receive a 4 percent increase and from Associate to Professor rank receive a 6 percent increase. Ordinarily, faculty members promoted from Instructor to Lecturer receive a 3 percent increase; from Lecturer to Senior Lecturer a 3 percent increase; and from Senior Lecturer to Distinguished Lecturer a 4 percent increase." Use of the word "ordinarily" allows for exceptions to be made. For this reason, the Faculty Senate President indicates that these percentages represent the minimum amount of compensation increase for promotions and thus allows for increases above the percentages stated. Approved by the Senate 04/01/2024.

## ***Chapter 20 Periodic Revisions***

### **Section A: Review**

At the end of the Academic Year, the Collegium Past President shall review the decisions, clarifications, interpretations and applications listed in Chapter 19, Section F, that occurred during that year, and prepare a set of recommendations for revision, as needed, of this *Handbook* based on those decisions for presentation to the University Collegium at its first meeting of the next Academic Year. Changes to the *Handbook* should reflect a commitment to shared governance. Substantive revisions will be discussed in regular meetings between the Deans and the Collegium Executive Council, in addition to Collegium meetings.

Any member of the Collegium can propose changes at any time. Any administrator may propose changes to the Collegium Past President who shall present those proposals to the Collegium for consideration. Any requirement caused by a change in state or federal laws shall be proposed to the Collegium for immediate consideration.

### **Section B: Approval**

The Collegium shall discuss, revise, approve or reject the recommendations at its second meeting. The Collegium may discuss, and present and vote on changes to the proposed revisions at all meetings where it is considering revisions. The revisions considered by the Collegium shall then be presented to the President, or designee, who presents the revisions and recommendations from the Collegium to the Board of Trustees for amendment and/or final approval.

### **Section C: Publication**

The final revisions approved by the Board of Trustees shall then be entered into the body of this *Handbook* and become a part of this *Handbook* effective the beginning of the next Academic Year. Only the latest version posted online shall be the official version of the *Faculty Handbook*.

## Appendices

### ***Appendix A: Governance Responsibilities***

Institutional Decision-making Matrix 2025

**Approval:** Approval is the final decision on the item under consideration. Normally, approvals follow recommendations received in the shared governance process. The approval decision outcome should be formally communicated in a brief to relevant campus community members. If any recommendation is not accepted by an approver, the rationale should be explained in detail.

**Recommend:** A recommendation is a formal, documented position on an issue, which is provided for consideration at the next stage of the decision-making process. A recommendation should include both the position of the recommending body, and a rationale for the position. The recommendation responsibility recognizes the expertise of the recommending body in the area under consideration. In some instances, multiple bodies may be submitting recommendations to the approver.

**Input:** Input is information or guidance that will be taken into consideration in a recommendation or decision-making process. Relevant entities or individuals may be invited to provide documented input in a variety of ways. Examples include surveys, meetings, focus groups, and open forums. Input may be sought at various stages in the decision-making process, and adequate time should be allocated to seek meaningful input when indicated.

**Brief:** A brief is an information-sharing communication to the campus community or relevant groups, regarding recent or upcoming recommendations and/or decisions. The timing of information-sharing will be determined by the nature/confidentiality of the decision.

Link to Institutional Decision Matrix: [Institutional Decision Matrix](#)

# ***Appendix B: Constitution of Faculty Governance***

May 2017

Updated May 2021

Updated May 2024

Updated January 2026

## **PREAMBLE**

To discharge their joint responsibility to both the general and academic communities, college faculties must be accorded a strong voice in the determination of educational policy. To best accomplish this and remain true to our Dominican heritage and mission is at the heart of this document.

Father Timothy Radcliffe, O.P. suggests that “good government depends upon a right living of our relationships of power, authority, and responsibility” and that “all government brings us from contemplation to mission” and that “fundamental to our democracy is that we dare to speak truthfully to each other.” To strive for this Dominican University leadership should:

- h) Provide an atmosphere that will encourage the expression and exchange of ideas.
- i) Consult in all matters involving educational policies.
- j) Guarantee as much self-government and self-regulation as the legally established structure of authority will permit.

This Constitution is established in the firm belief that this form of faculty governance as informed by the Dominican tradition will further:

- k) Contribute to improvement of Dominican University as a premier Catholic institution of higher learning.
- l) Build a foundation for lasting, harmonious relationships between the faculty and the administration, as well as the Board of Trustees.
- m) Serve as an effective instrument to deal with those areas of self-governance that have traditionally been the prerogatives of faculty in American colleges and universities. As the American Association of University Professors notes in its discussion of Academic Freedom, institutions of higher education are conducted for the common good. And that the common good depends on the free search for truth and its free exposition. A University Collegium will facilitate the expression of faculty voice on the educational policies of this institution, thereby adding to our collective search for the common good.

## **The Dominican University Collegium Mission Statement**

We use our collective intelligence and energies to create and maintain an inclusive and welcoming community that is conducive to the pursuit of truth, the giving of compassionate service, and the

participation in the creation of a more just and humane world. Democracy “is more than voting to discover the will of the majority.” It is also as Radcliffe tells us, “Learning to hear: [which] is an exercise in imagination and intelligence. It is an act of charity, born of a passion for truth. It indeed is the best preparation to be a preacher of ‘grace and truth.’” The Dominican University Collegium will be the embodiment of the Dominican belief in democratic leadership being the cornerstone of its community and a place where faculty voices will be free to speak and heard with respect.

## **ARTICLE I      Name**

The sovereign governing body of the Dominican University faculty will be the University Collegium. The primary elected representative body shall be known as “The Executive Council.”

## **ARTICLE II      Purpose and Powers**

The University Collegium shall be the governing body of the faculty with powers to review, recommend and approve items brought before them and through which the faculty shall exercise its power as defined in the Bylaws and *Faculty Handbook*.

The Executive Council shall be the elected representative body of the faculty and exists primarily to support faculty in the development and maintenance of academic and faculty-related policy processes. The Executive Council functions as a two-way channel of communication between the University administration and the faculty. It represents the faculty to the University administration and may address itself to any matter of importance to the University in general and to the faculty at large. The Executive Council shall be governed according to the Bylaws and this Constitution.

## **ARTICLE III      Supreme and Subordinate Constitutions**

**Section 1.** This Constitution and any statute made pursuant thereof and the Bylaws of the University Collegium shall be the final word on any governance conflict that may arise.

**Section 2.** Under the administrative structure, as established by the Dominican University Board of Trustees, the following entities may establish separate Constitutions or independent Bylaws, not in conflict with this Constitution and established Bylaws, if it is deemed necessary for effective and efficient governance within the academic units.

The Rosary College of Arts, Education, and Sciences  
The College of Business, Information Studies, and Technology  
The Borra College of Health Sciences

## **ARTICLE IV Amendments**

**Section 1.** Proposed amendments to the Constitution may be submitted to the Executive Council by any member of the University Collegium, the President of the University, and any sitting member of the Board of Trustees. All amendments will be presented by the Executive Council and considered by the University Collegium.

**Section 2.** Any proposed amendment brought forward from the Executive Council must be in finalized language and be distributed or made available electronically to all University Collegium active members and the President of the University, one week before the University Collegium meeting at which the amendment will be proposed. A vote on an amendment may not be taken during the same meeting that the amendment is proposed. A final vote on any proposed amendment is in order at the next scheduled full University Collegium following proposal and discussion.

**Section 3.** Voting on Constitutional amendments will take place at a full University Collegium assembly after the amending motion is in order. The vote may be conducted by voice, ballot, or other method established by the Executive Council.

**Section 4.** Three quarters of all those voting will be necessary for passage of constitutional amendments.

## **ARTICLE V     Interpretation**

**Section 1.** Any conflict of interpretation of this Constitution may be presented by interested parties to the Executive Council for resolution by majority vote.

**Section 2.** Any member of the Executive Council who voted on the question of interpretation or the University President may appeal the ruling to the University Collegium. The University Collegium may sustain or overrule the interpretation by majority vote.

**Section 3.** The University President may appeal any interpretation established by the University Collegium to the Board of Trustees along with the numeric vote of the University Collegium on the question for final arbitration.

# ***Appendix C:***

## ***Bylaws of the University Collegium***

May, 2018

Updated May, 2021

Updated June, 2023

Updated January, 2026

### **ARTICLE I Corporation and Board of Trustees**

#### ***Section 1. Corporation as Sovereign Authority***

Nothing in these Bylaws or the Constitution of Faculty Governance diminish the primary responsibilities of the Dominican University Corporation as stated in their Bylaws in full and below in part.

Everything in these Bylaws must be interpreted in a manner consistent with the Dominican University Corporation responsibilities. Of particular importance, but not exclusive, is the Corporation responsibilities:

- a) To approve the mission of the University, and to assure the continuing harmony between the mission of the Sinsinawa Dominican Congregation and the mission of the University;
- b) To amend, restate, or modify the Articles of Incorporation and the Bylaws of the University;
- c) To approve the acquisition, purchase, sale, mortgage, lease, transfer, or encumbrance of the real property owned by the Corporation;
- d) To ratify the appointment, removal, or replacement of any one or more of the Trustees;
- e) To approve any plan for dissolution, merger, consolidation, or liquidation of the Corporation.

#### ***Section 2. Board of Trustees as Principal Manager of Corporation Affairs***

Nothing in these Bylaws or the Constitution of Faculty Governance diminish the primary responsibilities of the Dominican University Board of Trustees as stated in their Bylaws in full and below in part.

Everything in these Bylaws must be interpreted in a manner consistent with the Dominican University Board of Trustees responsibilities. Of particular importance, but not exclusive, is the Board of Trustees responsibilities:

- a) Appoint or remove the University President and other officers of the University in accordance with the Dominican University Corporation and Board of Trustees Bylaws
- b) Approve degrees in courses upon the recommendation of faculty and honorary degrees on the recommendation of the University President

- c) Grant tenure on the recommendation of the University President
- d) Establish and review the educational programs of the University
- e) Oversee long-range planning which ensures that goals, programs, services and functions of the University are consistent with the mission and educational needs and opportunities;
- f) Establish annually the budget of the University, which shall be submitted to it upon recommendation of the Finance and Investment Committee
- g) Authorize the construction of new buildings and renovation of existing buildings and assure the proper management of the physical plant
- h) Approve and participate in a comprehensive financial development program to add to the current, special and endowment resources of the University
- i) Authorize officers and agents of the University to accept gifts for the University
- j) Recommend to the Members the acquisition, purchase, sale, mortgage, lease, transfer or encumbrance of the real property owned or proposed to be owned by the University
- k) Require an independent yearly-certified audit of financial accounts, records and resources by a certified public accountant
- l) Periodically review their Bylaws and recommend changes to the Members.

## **ARTICLE II University Administration**

### ***Section 1. The University President***

Nothing in these Bylaws shall be interpreted in conflict with the Board of Trustees responsibilities to elect officers of the Corporation. This includes, but is not limited to, the chief executive officer to the Corporation, herein referred to as the University President.

Everything in these Bylaws must be interpreted in a manner consistent with the University President's general administrative responsibility for the operation of the University as stated in the Dominican University Corporation and Board of Trustees Bylaws, including among other things, responsibility for the program curriculum, student and faculty affairs and alumni relations, preparation of the budget with consultation, as well as business operations of the Corporation. The University President is responsible to the Board of Trustees.

Notwithstanding the University President's stated responsibilities, the principles of good governance dictate that the University President communicate and consult regularly with appropriate faculty governance bodies on any and all issues that impact student learning and faculty effectiveness within the University community. Of particular importance is that the tenure process be fully honored. At the direction and majority vote of the University Collegium, the Executive Council will formally petition the Board of Trustees for a redress of grievances related to the actions of the University President or any elected officer of the Corporation.

## **ARTICLE III University Collegium**

### ***Section 1. Responsibilities***

The Dominican University Collegium reviews, studies, recommends, and approves the recommendations of the committees of the Collegium and the Executive Council on matters relating to the conduct of the academic programs of the University that are of concern or question; and serves as a center for dialog between its members and the Executive Council.

### ***Section 2. Membership***

All full-time faculty, including faculty librarians, as well as instructional faculty whose primary assignment is teaching at least 50% base teaching workload (including tenured, tenure-track, clinical, lecturer, and visiting), shall be voting members of the Dominican University Collegium.

In addition, any adjunct faculty member who has taught at least 9 semester credit hours in the previous two years can request voting status from the Executive Council by emailing the current President-Elect of the University Collegium.

Non-voting members of the University Collegium include the following, unless otherwise covered:

1. President of the University
2. Provost, Associate Provosts and Assistant Provosts
3. Academic Deans (Associate and Assistant Deans as relevant)
4. Vice President of Justice, Equity, and Inclusion
5. Vice President for Mission and Ministry
6. Vice President of Student Success and Engagement
7. Vice President of People and Culture
8. Director of the Center for Teaching and Learning Excellence
9. Academic Program Directors
10. Adjunct faculty not included elsewhere
11. Others as designated through the Bylaws.

University Collegium members may:

1. Attend all University Collegium meetings and attend all University Collegium committee meetings if authorized by the chair of the relevant University Collegium committee.
2. Vote in University Collegium assemblies and official elections as established by this Constitution or the Bylaws.
3. Be nominated, elected and hold any University Collegium office if eligible under the Bylaws.
4. Serve on any University Collegium committees if eligible under the Bylaws.

### ***Section 3. Meetings and Procedure***

In the congregational spirit of the Sinsinawa Dominican Sisters and Order of Preachers the University Collegium shall have regularly scheduled monthly meetings during the academic year. A majority vote

of the University Collegium is required to call additional University Collegium meetings. The scheduled monthly meetings will address action items brought forth from the Executive Council and/or any University Collegium committees or University Collegium members that require University Collegium discussion, questioning, and/or approval.

The Dominican University Collegium meetings shall be called to order by the University Collegium President, who then conducts the meeting. The program and any agenda items shall be set by the Executive Council and made available to all University Collegium members one calendar week before the scheduled meeting. Minutes of the meeting shall be taken by the University Collegium President-Elect or a designee.

A quorum for Collegium business will be 50 voting members (in person and on zoom). If a quorum is not present in the first 15 minutes of a scheduled meeting, the presiding officer will call the meeting to order, announce the absence of a quorum, and adjourn the meeting. A quorum being present, voting shall be an online ballot distributed to all voting members. The ballot will be sent out as soon as possible following the Collegium meeting. Votes should be submitted by 7pm the day following the meeting. Abstentions or not submitted ballots shall not be considered in the tabulation of a vote total. Passage shall require a majority of the vote total.

Voting will consist of the simple majority of members present (in person and virtual), except for approval of amendments to the *Faculty Handbook* which will require a 2/3 majority of voting members. The President-Elect of the University Collegium shall record the votes.

#### **Section 4. Committees**

All University Collegium Committees must be approved by the Dominican University Collegium.

All members of the University Collegium are eligible for membership on University Collegium and University committees unless specific eligibility requirements related to good governance are identified in Article V of these Bylaws.

The Dominican University Collegium shall be represented on all of the Standing Committees by members of each College and the Library.

### **ARTICLE IV Executive Council of Dominican University**

#### **Section 1. Responsibilities**

The Executive Council will serve as the representative body of the full University Collegium and carry out its duties under the direction of the full University Collegium and Bylaws. The operating year of the Executive Council shall extend from May 15 – May 14.

The Executive Council shall include all representatives from the University Collegium who have been properly elected or appointed as defined in the Bylaws.

The Executive Council may establish internal working groups as deemed necessary and not inconsistent with this Constitution or the Bylaws.

The failure of an Executive Council member to perform the duties of office, as specified in this Constitution and its Bylaws, shall be grounds for removal. Members of the Executive Council may be removed from the Executive Council, but maintain a membership in the University Collegium, by a three-fourths vote of all voting University Collegium members. Such a vote may be called at the written request, stating justifications, of one-half of all serving Executive Council members.

## **Section 2. Membership**

The Executive Council of the University Collegium shall consist of the University Collegium Past President, University Collegium President, University Collegium President-Elect, Faculty Trustee, and all College and Rebecca Crown Library representatives. Each College and the Rebecca Crown Library shall have one elected representative elected by its unit on the Executive Council. The University Collegium President-Elect shall be elected by all full-time faculty. The Faculty Trustee shall be appointed as follows: The Executive Council shall solicit nominations among University Collegium members for the position of Faculty Trustee. The Executive Council puts forth one nominee for this position to the University President and Board of Trustees for approval.

The terms of office for the Executive Council members shall be three years, except for the Collegium Past President, Collegium President-Elect, Collegium President and Faculty Trustee. The Collegium President-Elect, Collegium President, and Collegium Past President each serve consecutive one-year terms in those roles. This results in a three-year leadership cycle: one year as Collegium President-Elect, one year as Collegium President, and one year as Collegium Past President. The Faculty Trustee serves a 2-year term. The Faculty Trustee, Collegium President-Elect and Collegium President must have tenure. College Representative members of the Executive Council members, though preferred, are not required to have tenure.

The Collegium Past President's duties include:

- n) Term: May 15-May 14
- o) Advising the President and assisting with their transition into the role
- p) Updating the Faculty Handbook in consultation with Provost (or designee)
- q) Acting as parliamentarian at University Collegium meetings
- r) Setting the faculty governance calendar in consultation with the Executive Council, faculty, relevant staff and administration members
- s) Compensation: a summer stipend equivalent to a course overload, and two course releases

The Collegium President's duties include:

- t) Term: May 15-May 14
- u) Setting the agendas for Executive Council and University Collegium meetings in consultation with Executive Council, faculty, students, relevant staff and administration members
- v) Leading Executive Council and University Collegium meetings
- w) Meeting with relevant stakeholders to facilitate shared governance, including University President, Provost (who also meets regularly with Executive Council), VP of People and Culture,

VP of Justice, Equity, and Inclusion, VP of Student Success and Engagement, VP of Mission and Ministry, and Staff Council President

- x) Mediating conflicts/concerns raised by faculty outside of the formal Grievance procedures
- y) Compensation: a summer stipend equivalent to a course overload, and two course releases

The Collegium President-Elect's duties include:

- z) Term: May 15-May 14
- aa) Shadowing the University Collegium President as available
- bb) Recording minutes at Executive Council and University Collegium meetings
- cc) Ensuring that materials – minutes of Standing Committees, Executive Council, University Collegium, as well as proposals and other materials considered, are posted on the online Faculty Governance site
- dd) Facilitating election processes for Executive Council and Standing Committees in consultation with colleges
- ee) Serving as University Collegium President if the residing Collegium President is unable to complete their term
- ff) Compensation: a summer stipend equivalent to a course overload, and two course releases

The Faculty Trustee's duties include:

- gg) Term: 2-year term May 15-May 14
- hh) Attend Board of Trustee Meetings
- ii) Attend Academic Affairs Committee of the Board meetings
- jj) Facilitate communications between the Board of Trustees and faculty
- kk) Compensation: one course release each year

The College Representatives' duties include:

- ll) Term: May 15-May 14
- mm) Facilitates communication between college faculty, staff, and administration and the Executive Council
- nn) The four elected members from each of the three colleges and library should work with Deans and faculty leadership (e.g. Associate Deans, Chairs, Program Directors, and/or Division Coordinators) in each of the three colleges and library, in order to report periodically on Executive Council activities, and to receive questions and suggestions for future Executive Council and University Collegium agendas and initiatives. This should include being on the agendas at periodic college-wide meetings, and conveying a willingness to be invited to school, program, and department-level meetings as well.
- oo) Assists in advancing shared governance initiatives as requested by the University Collegium President
- pp) Compensation consists of one course release each year

### **Section 3. Meetings and Procedures**

The Executive Council will meet regularly during the academic year and as needed during academic breaks. Meetings and responsibilities shall be outlined in the University Collegium Bylaws.

## **ARTICLE V Committees**

### ***Section 1. Standing Committees***

Standing Committees—both Collegium Committees and University Committees—permit more detailed discussion of an issue, often resulting in recommendations for action to the University Collegium; investigate matters that specifically fall within their purview and make decisions accordingly; and/or carry out tasks assigned to them either through these Bylaws or as designated by the Executive Council, or, if applicable, as designated by the Institutional Decision Matrix. New or different Collegium Committees can be established only through amendment to these Bylaws.

Detailed information on all University Collegium and University Committees, including membership, chair, and duties, is found in Appendix D of these Bylaws.

Membership: Elected membership is limited to voting University Collegium members. Each University Collegium Committee will choose at the end of each spring semester, after the general election, one member to chair each University Collegium Committee. Exceptions to this rule are the Faculty Appointments Committee, Post-Tenure and Review Committee and University Collegium Compensation and Benefits Committee, which have their chairs elected by the University Collegium.

1. Elections to serve on Standing Committees will be conducted in April of each year by the Executive Council. Newly elected members assume duties on the final meeting of the Academic Year in which they were elected.
2. The faculty Chair or ranking faculty member will serve from May 15 to May 14.
3. A University Collegium member serves a term of three years on any Standing Committee, and the terms are staggered. At the initial meeting of any newly formed committee, its University Collegium members determine by lot that some members will serve one year, some two years, and some three years.
4. Voting units that are unable to fill an allocated committee position may designate another representative from the University Collegium. If a voting unit chooses to keep a representative seat vacant, it may do so without losing that seat.
5. University Collegium members on standing committees and on sabbatical or on leave may remain on the committee as an active member if they are able to complete their committee duties thoroughly. If they cannot complete their committee duties thoroughly, they must resign.
6. A University Collegium member will serve on no more than two Standing Committees, except in extenuating circumstances and with the approval of the Executive Council.
7. The Executive Council will determine what order of business is appropriate for assignment to a Standing Committee within the terms of these Bylaws, and which order of business requires the creation of a Special Committee.
8. With the exception of University Collegium committee chairs, committee members who resign from a committee before their term ends will have their role filled by the Dean of the College associated with the role, in consultation with the faculty in that College. At-Large roles will be filled by a University Collegium vote.

## **Section 2. Special Committees**

Special Committees are established through a majority vote of the members of the Executive Council and/or Collegium. Special Committees have specific tasks to complete and report, through their minutes, to the Executive Council. Special Committees must have their mandates approved by the Executive Council. A Special Committee will cease to exist upon the completion of its task or the failure of the Executive Council to renew its mandate. A Special Committee may be converted to a Standing Committee only through amendment of these Bylaws.

The University Collegium President will name the Chair or ranking member of a Special Committee before naming other members. The University Collegium President will then name the other members of the Special Committee. Members of the Special Committee may include non-members of the University Collegium.

## **Section 3. Duties**

While specific duties of each Standing Committee are found in Appendix D of these Bylaws, the general duties of all committees are as follows:

1. The Chair is responsible for drawing up programs and agendas, convening meetings with reasonable notice of time and place, ensuring that the committee performs its duties, and obtaining necessary supplies. The chair will designate members responsible for keeping minutes on a rotating basis.
2. The Chair is responsible for distributing the agenda at least 72 hours before the meeting.
3. Once minutes are approved electronically or at a subsequent meeting, the Chair, or ranking faculty member, is responsible for forwarding them to the Collegium President-Elect for storage and distribution on the next University Collegium agenda at least one week prior to the next scheduled meeting of the Collegium. The minutes must include a summary of agenda items and items acted upon. Copies of both approved and rejected proposals must be included.
4. The Chair is responsible for maintaining a file of committee records. The Chair, or ranking faculty member, is responsible for compiling an annual report, with a brief executive summary highlighting the committee's accomplishments, at the end of the spring semester to file with the Collegium President-Elect.
5. Committee chairs may recommend the removal of negligent committee members to the Executive Council, in the case of Standing Committees, or to University Collegium President in the case of Special Committees.
6. Standing Committees should usually meet at least twice a semester.
7. Proposals within the jurisdiction of a Standing Committee are considered by that committee before being presented to the Executive Council.

## **Section 4. Standing Committees**

See Appendix D.

## **ARTICLE VI Amendments**

### **Section 1. Submission**

Proposed amendments to the Bylaws may be submitted to the Executive Council by any member of the University Collegium, the University President, and any sitting member of the Board of Trustees. All amendments will be prepared for presentation by the Executive Council for review and/or vote by the University Collegium.

### **Section 2. Procedure**

Any proposed amendment brought forward from the Executive Council must be in finalized language and be distributed or made available electronically to all active University Collegium members one week before the University Collegium meeting at which the amendment will be proposed. A vote on an amendment may not be taken the same meeting that the amendment is proposed. A final vote on any proposed amendment will happen at the next scheduled full University Collegium following proposal and discussion.

### **Section 3. Voting**

Three-fifths of all those voting will be necessary for passage of Bylaws amendments. Voting shall be an online ballot distributed to all voting members. The ballot should be submitted by 7pm the day following the University Collegium meeting. Abstentions or not submitted ballots shall not be considered in the tabulation of a vote total.

## **ARTICLE VII Revision and Dissolution**

### **Section 1. Revision**

The Executive Council will regularly review the Bylaws. Following those reviews the Executive Council will present proposed changes to the University Collegium for approval.

### **Section 2. Dissolution**

These Bylaws will exist until the University Collegium by a two-thirds vote and the Board of Trustees votes for dissolution of the Bylaws and Constitution.

## **Appendix D: Standing Committees**

*(listed in alphabetical order)*

The Committees listed below comprise all known standing committees for the AY 2025-26.

Information about these committees was drawn from several sources, including:

- qq) **Board of Trustees By-Laws**, 06 December, 2019 edition
- rr) **Collegium By-Laws**, Appendix C, Faculty Handbook
- ss) **RCAS By-Laws**, 23 April, 2021 edition
- tt) Email correspondence with Ben Freville, Dean of CASS, 17 December, 2024
- uu) Email correspondence with Tamara Bland, Dean of the Borra College of Health Sciences, 17 December, 2024
- vv) In-person conversation with BSB Office Manager Cathy Schlie, 17 December, 2024

### **List of Committees of Dominican University**

#### **Collegium Committees**

Academic Technology Committee  
Assessment and Program Review Committee  
Compensation and Benefits Committee (Faculty)  
Core Curriculum Management Committee  
Faculty Appointments Committee  
Faculty Development Committee  
Grievance Committee  
Mazzuchelli Honors Management Committee  
Post-Tenure Review and Sabbatical Committee  
University Curriculum Committee

#### **University Committees**

Compensation and Benefits Committee (Combined)  
Data Management Committee  
Honors and Recognition Committee  
Institutional Review Board  
Interfaith Cooperation Committee  
Justice, Equity, and Inclusion Committee  
Mission Integration Advisory Council Committee  
Shared Governance Management Committee  
Sustainability Committee  
Technology Committee  
403(b) Fiduciary Committee

## Academic Technology Committee

Chair (elected by committee)	1
At large	2
Rosary College of the Arts, Education, and Sciences	1
College of Business, Information Studies, and Technology	1
Borra College of Health Sciences	1
Library	1

CTLE Director (ex officio; non-voting)

Vice President for Learning Technologies (ex officio; non-voting)

Vice President of Information Technology & Chief Information Officer (ex officio; non-voting)

University Registrar (ex officio; non-voting)

Voting members 7

**Duties:** The Academic Technology Committee assists in advocating for developing, implementing, and evaluating policies and practices for using technology and enhancing the quality of teaching and learning across the University.

The Academic Technology Committee exercises its responsibility by:

- Helping to develop and implement relevant aspects of the Dominican University IT Strategic Plan;
- Reviewing and recommending policies that relate to faculty usage and access of University information technologies and facilities in their teaching, scholarship, professional development, and participation in University life and governance;
- Encouraging and stimulating faculty development in the area of information technologies, with special emphasis on pedagogical implications;
- Serving as technology and facility “thought leaders” among faculty across the University; stimulating innovation; and providing opportunities for discussion of emerging technologies and their potential pedagogical applications;
- Setting goals and priorities related to pedagogical issues for technology and facilities at the University level, including online instruction, and recommending action steps toward these goals;
- The chair serves as the faculty liaison to the University IT Committee.

## Assessment & Program Review

Co-Chair (elected by committee)	1
At large	2
Rosary College of the Arts, Education, and Sciences	1
College of Business, Information Studies, and Technology	1
Borra College of Health Sciences	1
Library	1

Co-Chair - Director of Academic Assessment, Evaluation, and Achievement (ex officio; non-voting)

Director of the CTLE (ex officio; non-voting)

VP of Mission and Ministry (ex officio; non-voting)

Division of Student Success and Engagement representative (ex officio; non-voting)

Voting members 7

### Duties:

The University Assessment & Program Review Committee is responsible for facilitating the development, implementation, and evaluation of comprehensive University-wide processes for defining, measuring, documenting, and assuring student learning. It is also responsible for those processes and procedures governing five-year program reviews, which are designed to ensure the quality and improvement of all academic programs across the University.

The University Assessment & Program Review exercises its responsibility by:

- Supporting faculty and staff at the programmatic, School, and University level to establish and maintain an annual assessment cycle that:
  - Defines measurable objectives and outcomes for student learning and achievement;
  - Encourages best practices in curriculum development and pedagogies designed to help students achieve the defined learning outcomes;
  - Gathers patterns of evidence to document student learning and achievement;
  - Interprets the evidence to evaluate the extent to which learning outcomes are being achieved;
  - Uses the interpretation of evidence to improve the quality of teaching and learning.
- Fostering a culture of assessment that balances the needs and expectations of the University as a whole with those of particular Colleges and their accrediting bodies;
- Promoting collaboration and communication about assessment across the University by helping the Director for Academic Assessment, Evaluation, and Achievement maintain a

- current website, representing each year's assessment activities; and by submitting a formal written report on the assessment of student learning across the University to the Faculty Senate, the Office of the Provost, and the Provost's Cabinet every third year;
- Providing opportunities for professional development in assessment practices for faculty and staff, including its own membership.
  - Collaborating with the Office of the Provost and the Director for Academic Assessment, Evaluation, and Achievement to ensure that program administrators (and appropriate Deans or the University Librarian) are notified at least one year in advance of the year of the review, and that all guidelines, goals, and procedures for the review process are clearly understood by the immediate stakeholders;
  - Reviewing documents prepared by programs for their five-year review, including the internal review, the external reviewers' report, and the program faculty's response to the external reviewer's report;
  - Preparing a written report on all review documents, processes, interpretations, and recommendations, and submitting copies to the faculty of the program reviewed, the appropriate Dean or the University Librarian, the Office of the Provost, and the University President;
  - Providing general recommendations to the University President, the Office of the Provost, Deans, and other faculty committees regarding the academic programs of the University;
- ww) Serving as a resource for the Academic Affairs Committee of the Board of Trustees regarding academic programs across the University.

## Compensation and Benefit Committee

Chair, Elected by the University Collegium	1
Rosary College of the Arts, Education, and Sciences	1
Borra College of the Health Sciences	1
College of Business, Information Studies, and Technology	1
Library	1

Voting Members      5

### **Duties:**

Compensation and Benefit Committee exercises its responsibility by:

- Representing the University Collegium on matters concerning compensation and benefits and recommends acceptance, rejection and/or changes in such matters to the University Collegium
- Consulting with the University President, Vice President for Business Affairs and/or the Office of People and Culture at least twice a semester on matters of faculty compensation and benefits.
- Working with the Office of People and Culture to maintain a list of peer institutions for the purpose of regular salary and benefit comparison and benchmarking.
- Regularly accessing American Association of University Professors (AAUP) and College and University Professional Association (CUPA) data for benchmarking.
- Selecting a committee member to represent faculty on the University's Fiduciary Committee.
- Consulting at least twice a year with the relevant Staff Council committee(s) about matters of mutual interest and concern.

## Core Curriculum Management Committee (CCC)

Chair, Core Director	1
Rosary College of the Arts, Education, and Sciences <ul style="list-style-type: none"> <li>• 2 Language and Arts</li> <li>• 2 STEM</li> <li>• 2 Humanities and Social Science</li> <li>• 1 School of Education</li> </ul>	7
Borra College of Health Sciences <ul style="list-style-type: none"> <li>• 1 BCHS</li> <li>• 1 School of Social Work</li> </ul>	2
College of Business, Information Studies, and Technology <ul style="list-style-type: none"> <li>• 1 Brennan School of Business</li> <li>• 1 School of Information Studies</li> </ul>	2
Library	1
Student representative	1

University Registrar (ex-officio; non-voting)

Director of Career Programs and Employer Relations (ex-officio; non-voting)

Director of Student Career and Retention (ex-officio; non-voting)

Voting Members      14

### Duties:

Compensation and Benefit Committee exercises its responsibility by:

- Simulating, supporting, and promoting a renewed university-wide commitment to the Core Curriculum as a vital part of a DU undergraduate education.
- Fostering interdepartmental discussion and development of the Core.
- Promoting greater unity, coherence, and integration in the Core and in collaboration with colleagues in Student Success and Engagement and other co-curricular programs and offices.
- Overseeing the implementation and continuous improvement of all components of the core curriculum.
- Determining, appointing, and overseeing the proposed “governing councils,” which will be comprised of domain experts and stakeholders as described in the reimagined core proposal, as subcommittees to assist in determining which courses will satisfy Core Curriculum requirements.
- Offering recommendations to the Provost on the personnel and funds needed to implement the Core in general and in particular departments.
- Working with the Center for Teaching and Learning Excellence to offer periodic discussions and workshops for faculty and departments that will promote effective and innovative Core

teaching methods for the achievement of Core learning outcomes and assist in the design and implementation of rigorous and challenging Core courses.

- Collaborating with the University Assessment & Program Review Committee to assess the various components of the core on a regular basis.
- Assisting in designing and implementing assessment of all parts of the core curriculum, working in conjunction with the University Assessment & Program Review Committee.
- Assuming responsibility to bring key initiatives and proposals for any curricular changes to the University Curriculum Committee.
- On or before June 30 of each year, provide an annual report on the “state of the Core” to the Provost, including recommended changes in the approved Core Curriculum based on the Committee's evaluations as well as on societal, pedagogical, and educational developments that influence the Core. The report will be available to the university community.

The CCC is chaired by the Core Director, who also serves on the UCC. Any significant curricular changes will advance from CCC to UCC before moving on to the Collegium.

## Faculty Appointments Committee

All members must be tenured.

Chair (elected by Collegium)	1
Rosary College of the Arts, Education, and Sciences <ul style="list-style-type: none"> <li>• 1 Language and Arts</li> <li>• 1 STEM</li> <li>• 1 Humanities and Social Science</li> <li>• 1 School of Education</li> </ul>	4
Borra College of Health Sciences <ul style="list-style-type: none"> <li>• 1 BCHS</li> <li>• 1 School of Social Work</li> </ul>	2
College of Business, Information Studies, and Technology <ul style="list-style-type: none"> <li>• 1 Brennan School of Business</li> <li>• 1 School of Information Studies</li> </ul>	2
Library	1

Voting Members      10

Policies:

- The committee makes recommendations to the Provost on the retention, tenure and promotion of individual members of the faculty.
- The committee makes recommendations through the Provost to the University President to the Board of Trustees on the granting of tenure to individual members of the faculty.
- The committee consults with the Provost and/or the University President as needed during review of certain renewal, promotion or tenure cases.
- The committee may make recommendations to the Provost and University President concerning approval of non-medical leaves of absence.
- The committee brings recommendations for policies and procedures relating to faculty retention, promotion and tenure to the Provost and University President for consideration and to the Collegium for consideration and ratification of bylaw changes as needed.
- Voting units should choose representatives who reflect the academic specializations within the voting units.

Procedures:

- As stated in the *Faculty Handbook* Chapter 13, Section E, an electronic Faculty Portfolio will be maintained by the Office of the Provost for each full-time faculty member. The Committee will be granted access as stated in Chapter 13, Section E.
- Meetings are closed and confidential and scheduled according to the calendar determined by the Provost. Most occur during the second term. The Committee meets at least monthly during this time and at least twice during the first term unless additional meetings are required by new business forwarded for approval from the Collegium, Provost, or Committees as specified in the *Faculty Handbook*.
- The first meeting of the academic year will explain the charge of the Committee to new members and review the policies and procedures of the Committee as determined by the *Faculty Handbook* and possibly modified by the previous committee.
- The final meeting of the academic year will be devoted to a review of the previous meetings and proposals for revisions of policies and procedures which can be forwarded to the Collegium.
- After review and discussion in session, the Committee votes regarding recommendations, the report of which is sent on to the Provost and remains confidential. By request, the vote can be conducted by secret ballot.
- Unless assigned to a member of the Committee, minutes are recorded by the Chair. Minutes are distributed to the members of the committee following the meeting, corrected if necessary, and the recommendations forwarded to the Provost. Usual procedures for disposal of minutes do not apply to this Committee. Records of discussion regarding retention, promotion, tenure, leaves of absence and other confidential matters are retained by the Committee, with the Committee chair keeping minutes on file. However, minutes from meetings concerned with discussion of policies and procedures are filed with and reported to the Collegium as are notices of meetings held.
- Once the Faculty Appointments Committee completes its review of the material submitted by the faculty member in support of his/her application, it makes its recommendations, along with a rationale for the recommendations, in accordance with Chapter 13, Section H.

## Faculty Development Committee

Chair (elected by committee)	1
At Large	3
Rosary College of the Arts, Education, and Sciences	1
College of Business, Information Studies, and Technology	1
Borra College of Health Sciences	1

Director of Center for Teaching & Learning Excellence (CTLE) (ex officio; non-voting)

Voting Members 7

### **Duties:**

The Committee on Faculty Development shares responsibility for supporting all faculty members as scholars/artists and teachers committed to professional excellence and achievement.

The Committee on Faculty Development exercises its responsibility by:

- Approving internal development grant criteria, reviewing proposals; awarding faculty research grants; and establishing methods of accountability for the use of grant funds and resources.
- Sponsoring an annual faculty seminar series featuring current faculty research and creative investigations.
- Advising the Director of the CTLE in developing and delivering programs and initiatives that promote excellence in teaching.
- Advising the Director of the CTLE in selecting topics for faculty workshops, including the traditional Fall Workshop.
- Assisting the Director of the CTLE in identifying, selecting, and preparing potential faculty mentors.
- Performing other duties as appropriate.

## Grievance Committee

See Chapter on Procedures for Faculty Grievances

Co-Chair	Tenured Collegium member appointed by Collegium (Grad)
Co-Chair	Tenured Collegium member appointed by Collegium (UG)
Member	University Collegium member from filing party's unit
Member	University Collegium member from unit of party against whom the grievance is filed
Member	University Collegium member selected by Co-Chairs

## Mazzuchelli Honors Management Committee

Chair (Director of the Honors Program)	1
Social Science Member (self-identified, elected by Collegium)	1
STEM Member (self-identified, elected by Collegium)	1
Humanities (self-identified, elected by Collegium)	1
Education Member (self-identified, elected by Collegium)	1
Business Member (self-identified, elected by unit)	1
Nursing Member (self-identified, elected by unit)	1
Honors Portfolio Coordinator (Appointed by Director of Honors Program) - Voting	1
Honors Program Assistant (Appointed by Director of Honors Program) - Non-voting	1

Voting Members      8

The Mazzuchelli Honors Program Management Committee ensures faculty representation over the breadth of the University and builds visibility of the Honors program through curricular and co-curricular partnerships. This committee supports institutional wellness in stewardship of Honors student recruitment, retention, and completion.

The Mazzuchelli Honors Program Management Committee exercises its responsibility by:

- a) Convening at least once per semester. If there is no new business, the committee will meet to offer updates on retention, enrollment, events, etc. All new business will be called on a need basis.
- b) Overseeing the implementation of all components of the Honors core.
- c) Discussing and executing decisions that affect any significant aspect of the Honors program, in addition to program curriculum and core, these include: sophomore entry candidate review, student assessment, admissions entry criteria, program outcomes and objectives, program review, event planning, program mission.
- d) Offering recommendations to the Office of the Provost on the personnel and funds needed to implement and improve the Honors program so as to build curricular and co-curricular viability over all the colleges.
- e) Collaborating with University offices to maintain clear communication and program visibility, these include: the Registrar (in particular in terms of course coding and auditing), SSE (to support transition advising, SOAR implementation, retention), Admissions (entry criteria, recruitment, and retention) and with faculty government committees (in particular, University Curriculum, and Assessment & Program Review) as required.

## Post-Tenure Review and Sabbatical Committee

All members must be tenured.

Chair (elected by Collegium)	1
Rosary College of the Arts, Education, and Sciences <ul style="list-style-type: none"> <li>• 1 Language and Arts</li> <li>• 1 STEM</li> <li>• 1 Humanities and Social Science</li> <li>• 1 School of Education</li> </ul>	4
Borra College of Health Sciences <ul style="list-style-type: none"> <li>• 1 BCHS</li> <li>• 1 School of Social Work</li> </ul>	2
College of Business, Information Studies, and Technology <ul style="list-style-type: none"> <li>• 1 Brennan School of Business</li> <li>• 1 School of Information Studies</li> </ul>	2
Library	1

Voting Members      10

### Policies:

- Designs and implements procedures for the periodic review of the performance of tenured faculty and tenured faculty librarians, which will be submitted to the Collegium for ratification and submitted to the Collegium Past President for publication in the *Faculty Handbook*.
- Conducts the post-tenure review process, submitting a report of the review of each faculty member to the appropriate Dean or the University Librarian, Provost, and the University President.
- Makes recommendations concerning sabbatical leaves to the Provost and University President, based in criteria, policies, and procedures it designs and implements.
- Makes suggestions for changes in College policy and procedures with respect to faculty for consideration and action by any appropriate body.

### Procedures:

- September: Review and update DU Connect information for coming year, making sure that appropriate channels are set up to receive information for Post-tenure review and Sabbaticals.
- October: In consultation with the Provost, notify faculty of their obligation to participate in Post-Tenure Review by October 15.

- November/December- Evaluate and rank Sabbatical applications. Send recommendations in writing to Provost and President.
- February/March- Review Post-tenure files. Share recommendations in writing with candidate, Deans, and Provost.
- During academic year- Chair/Committee responds to inquiries regarding either Sabbatical or Post-tenure process.
- During academic year- Chair/Committee responds to inquiries regarding either Sabbatical or Post-tenure process.

## University Curriculum Committee

All faculty members must be tenured.

Chair (elected by Collegium)	1
Rosary College of the Arts, Education, and Sciences <ul style="list-style-type: none"> <li>• 1 Language and Arts</li> <li>• 1 STEM</li> <li>• 1 Humanities and Social Science</li> <li>• 1 School of Education</li> </ul>	4
Borra College of Health Sciences <ul style="list-style-type: none"> <li>• 1 BCHS</li> <li>• 1 School of Social Work</li> </ul>	2
College of Business, Information Studies, and Technology <ul style="list-style-type: none"> <li>• 1 Brennan School of Business</li> <li>• 1 School of Information Studies</li> </ul>	2
Library	1
Honors Director	1
Undergraduate Core Director	1

Deans or Designees of Colleges (ex officio; non-voting)

Vice President for Mission and Ministry (ex officio; non-voting)

Provost (or Provost's Designee) (ex officio; non-voting)

University Registrar (ex officio; non-voting)

Director of Institutional Research (ex officio; non-voting)

Associate Provost for Adult Education and Special Programs (ex officio; non-voting)

Voting Members 12

The committee has the authority to create appropriate Special Committees within its jurisdiction, notwithstanding other Bylaw requirements.

Note: The Collegium can make an exception to the tenure requirement for faculty membership on a case-by-case basis. Regarding RCAES membership, if someone from one voting unit is unavailable to serve, the Collegium may approve a substitute member put forth by RCAES.

### Duties:

The University Curriculum Committee is the faculty committee by which major changes, additions, and revisions to curriculum in the University are reviewed and accepted, or returned for further development. Following are the policies of the Curriculum Committee:

- The purpose of the University Curriculum Committee (UCC) is to focus on the totality of Dominican's education offerings, within the contexts of mission and identity, strategic planning, and academic priorities.
- Meets as a whole to review and approve written proposals submitted by the relevant colleges for adding new academic programs – including all degrees, majors, minors and certificates -- or for substantially altering or phasing out existing programs. It is the expectation of the UCC that all proposals under consideration have been vetted through the appropriate college level curriculum committee.
- Reviews and approves curricular proposals from the colleges for developing (or phasing out) academic programs and collaborations with external partners, including, but not necessarily limited to, other colleges or universities.
- Facilitates strategic and innovative interdisciplinary curriculum development.
- Keeps the Provost and University President informed with full and timely documentation concerning its actions on all substantive curriculum proposals and changes, in a written format that will enable the University President to inform the Board of Trustees and seek Board approval when appropriate.
- Meets at least three times a semester. Meetings are scheduled by the UCC Chair at the beginning of each academic year with additional meetings scheduled as the need arises.
- Articulates and advocates for a coherent and high quality shared academic experience for all students across Dominican University.
- Reviews and approves proposed changes to the undergraduate core curriculum in order to ensure its sustained effectiveness in meeting the educational objectives of Dominican University and the needs of the communities it serves. The core director provides regular reports to the committee regarding any changes in core requirements and requests approval when substantive changes are proposed.
- Reviews and approves proposed changes to the undergraduate honors programs and curriculum in order to ensure its sustained effectiveness in meeting the educational objectives of Dominican University and the needs of the communities it serves. The UCC will review and recommend changes as issues arise.
- Reviews and approves proposed changes related to shared academic regulations (e.g., total credit hours needed for graduation, +/- grading, absence policy; minimum and maximum hours required for majors; etc.) governing all students; reviews, for information purposes, academic regulations of the disciplines. The UCC will review and recommend changes as issues arise.
- Reports directly to Collegium.

## Compensation and Benefits Committee (Combined)

**Functional Area(s):** Office of People and Culture

### **Charter Summary:**

The Compensation and Benefits Committee serves as an advisory body to the Office of People and Culture, providing input on broad compensation and benefits policies while respecting the legal and fiduciary responsibilities of the administration. The committee does not engage in individual compensation decisions or operational details but ensures transparency and alignment with institutional priorities.

### **Membership:**

Vice President for People and Culture, Co-Chair  
Senior Vice President/Chief Financial Officer, Co-Chair  
Representative: Staff Council #1  
Representative: Staff Council #2  
Representative: Staff Council #3  
Representative: Faculty C&B Committee #1 (RCAS/SOE)  
Representative: Faculty C&B Committee #2 (BSB/SOIS/CAS/CS)  
Representative: Faculty C&B Committee #3 (BCHS/SSW)  
Representative: Faculty C&B Committee #4 (RCL)  
Chair of Faculty Collegium Compensation and Benefits Committee

### **Definitions:**

*Quorum:* A quorum is established with a majority of committee members present.

### **Policies and Procedures:**

*Meetings:* The committee will meet twice per academic year, with additional meetings scheduled as needed. Meetings will be conducted in-person or virtually to accommodate participation.

*Attendance:* The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

*Agendas:* Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

*Rules of Order:* Meetings of the committee will follow Robert's Rules of Order to determine presence of a quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the committee may vote on actionable items. Before items come to a vote, the chair will gather a sense of the body in order to promote consensus on matters under consideration.

*Minutes:* The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:** The Compensation and Benefits Committee exercises its responsibility by:

- a) Advising the Office of People and Culture on broad compensation and benefits policies.
- b) Providing input on benchmarking and industry trends, ensuring alignment with best practices.
- c) Serving as a liaison between employees and leadership to relay feedback on compensation and benefits concerns.
- d) Ensuring transparency in how compensation and benefits policies are communicated.
- e) Consulting with Staff Council and Faculty Collegium on shared concerns while maintaining appropriate governance boundaries.

**Governance Considerations:**

This committee operates within the framework of university shared governance, which establishes a clear distinction between advisory input and administrative decision-making. Compensation decisions involve confidential employee data, regulatory compliance, and institutional fiduciary responsibilities, which fall outside the scope of faculty and staff council oversight. Therefore, this committee's role is to provide broad feedback and recommendations rather than engaging in day-to-day compensation and benefits management.

## Data Management Committee

### Functional Area(s):

Information Technology  
Academic Affairs  
Business Office  
Enrollment Management and Marketing  
People and Culture  
Planning, Grants, and Foundation Relations  
Student Success and Engagement

### Charter Summary:

The Data Management Committee is a shared governance entity focused on the safety, accuracy, and efficient use of University data and information. Working in tandem with the Chief Information Officer (CIO), the DMC advocates for value-driven and streamlined University systems, processes, and data integrations.

### Membership:

Chief Information Officer - Chair (*ex officio*; non-voting)  
University Registrar  
Director, Learning Technologies  
Director, Web and Application Services  
Director, Information and Analytics Systems  
Assistant Director, Systems Integrations  
Executive Director, Enrollment Systems and Operations  
Executive Director, Financial Aid and Enrollment Services  
Director, Institutional Research  
Director, People Analytics and Systems  
Student Success Data Analyst  
Director, Advancement Services  
Associate Vice President, Finance/Controller  
Senior Fiscal Manager  
Associate Director, Accounts Receivable  
Data Analyst, Office of Hispanic Serving Initiatives

### Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

### Policies and Procedures:

**Meetings:** The committee will meet bi-weekly (or more if needed) during the academic year. Committee meetings will be held via Zoom and scheduled at the most suitable times to ensure maximum attendance by members.

**Attendance:** The committee chair will notify all members of the committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

**Agendas:** Any member of the community can propose an item for the meeting agenda by contacting the committee chair. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any committee member to raise new business.

**Rules of Order:** Meetings of the committee will follow Robert's Rules of Order to determine presence of a quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the committee may vote on actionable items. Before items come to a vote, the chair will gather a sense of the body in order to promote consensus on matters under consideration.

**Minutes:** The committee will create a record of its discussion and actions via Zoom recording. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Data Management Committee exercises its responsibility by:

- a) Analyzing and understanding issues and topics relating to the daily operations of key University systems, including data and information related to academic and operational program management.
- b) Analyzing and understanding security related issues and topics relating to key University systems and operations.
- c) Advocating for best practices related to University information collection and sharing, recommending necessary changes to the CIO.
- d) Making recommendations to strategic university officials relating to efficiency and effectiveness of data collection and management in key University systems and operations.
- e) Analyzing current higher education trends and impact to operations. Make recommendations for system changes to address operational impact.
- f) Implementing approved, curricular proposals in University systems and operations.

## Honors and Recognition Committee

### Functional Area(s):

Office of the President

### Charter Summary:

The Honors and Recognition Committee manages the nomination process and recommendation of candidates for honorary degrees to Cabinet, Deans, and Governance Leadership and then to President for recommendation to the Board of Trustees for approval. The Committee ensures that other university awards are selected using their established criteria, nomination and selection processes. The Committee also has representation on the Faculty and Staff Recognition Awards Steering Committee.

### Membership:

Chief of Staff – Co-Chair

Assistant Vice President, University Advancement – Co-Chair

Associate Provost

Vice President, People and Organizational Culture (or designee)

Vice President, Mission & Ministry (or designee)

Director, Athletics (or designee)

Faculty Collegium President-Elect (or designee)

Staff representative chosen by the Staff Council.

### Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

### Policies and Procedures:

Meetings: The committee will meet monthly or as needed, during the academic year. Committee meetings will be held via Zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

Attendance: The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

Agendas: Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

Rules of Order: Meetings of the committee will follow Roberts' Rules of Order to determine quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the Committee may vote on actionable items. Before items come to a vote, the Chairperson will gather a sense of the body to encourage them to reach consensus on matters under consideration.

Minutes: The Committee will create a record of its discussion and actions via Zoom recording. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Honors Committee exercises its responsibility by:

- a) Coordinating and maintaining a comprehensive list of University Awards.
- b) Working with responsible unit/person to stay informed of the awards selection process and timeline (Chair).
- c) Managing Honorary Degree Recipient process:
- d) Preparing questionnaires to be distributed to faculty and staff annually in the fall (by September 15) to solicit nominations commencement honorary degree recipients (Chair/co-chair).
- e) Vetting and researching nominations to confirm viability (Committee).
- f) Maintaining comprehensive list of viable candidates for consideration.
- g) Recommending candidates to Cabinet, Deans, and Leadership, and then to the President (by October 1) for consideration for December and May honorees (Committee).
- h) Revisiting list annually to confirm continued viability for future consideration (committee).
- i) Serving as members of the Faculty and Staff Recognition Awards committee (Chair and Vice Chair).
- j) Working with Scheduling and Events Services by February 15, review schedule of year-end celebratory events to make suggestions for efficiencies and optimization (committee).
- k) Working with Career Programming and Employer Relations to consider employers and business for potential recognition (committee).
- l) Considering opportunities to engage Faculty Emeriti and staff retirees beyond their years of service (committee).

## Institutional Review Board (IRB)

### Membership:

In accordance with the regulations and guidance (45 CFR 46) provided by the Office of Human Research Protections (OHRP), a branch of the U.S. Department of Health and Human Services (HHS), the Dominican University Institutional Review Board shall be composed of no fewer than five voting members, with at least one member who is a scientist, one who is a non-scientist, and one who is a member of the community, not otherwise affiliated with the University.

The members are:

1 (non-voting) Chair	Appointed for 2 years terms by the Provost in consultation with IRB members, terms subject to renewal for no more than three subsequent terms.
1 (non-voting) IRB Administrator	Appointed by the Provost
1-2 members from the community-at-large	Not otherwise affiliated with Dominican University, appointed by the Provost annually.
At least one faculty member from each of the four Colleges of the University, but ideally two representatives from each College	Chosen to ensure representation by both scientific and nonscientific personnel; minimum of 4 faculty members, maximum of 8 faculty members to serve a 3-year term.
1-2 at-large members (from any College)	To serve when no representative from one of the four Colleges is available or to ensure special expertise for adequate attention to the risks of certain research participant populations.
1 member of the Faculty Senate	preferably a member of the Executive Council, to serve as a liaison between the Faculty Senate and the IRB.

In addition, federal regulations require that the IRB be comprised of faculty members who possess “the professional competence to review specific research” in order to protect human participants in research. A diversity of members in terms of “race, gender, and cultural backgrounds” is also expected by OHRP.

Process for filling vacancies on the IRB: The Dean of each college will provide the names qualified faculty candidates willing to serve on the IRB to the IRB Chair and IRB Administrator in the Spring of each year in which vacancies will occur.

The qualified candidates will be presented to the Faculty Senate for Collegium election vote.

The newly elected faculty IRB members will begin their 3-year term in the Fall of the upcoming academic year

**Duties of IRB Members:**

- a) Responsible for monitoring the protection and welfare of human participants in research activities of Dominican faculty, students, and staff, as required by Federal regulations 45 CFR part 46 and standards of ethical research, involving human subjects.”
- b) Provide a thorough review of protocols submitted to the IRB to ensure the protection of human subjects in research.
- c) Complete IRB Members CITI Training and ensure certification remains current while serving on the board.
- d) Develop and update University policies and procedures for the protection of human participants in research as needed.
- e) Provide education and training on human subjects’ protection during research as needed to the Dominican University community.

## Interfaith Cooperation Committee

### Functional Area(s):

Division of Mission and Ministry

### Charter Summary:

The Interfaith Committee serves to promote interfaith dialogue and cooperation on campus.

### Membership:

Assistant Vice President , Mission and Ministry – Committee Chair

Ranking Faculty Member

Vice President, Justice, Equity, and Inclusion

Vice President, People and Culture

Representative: College #1 (RCAS/SOE)

Representative: College #2 (BSB/SOIS/CAS/CS)

Representative: College #3 (BCHS/SSW)

Representative: Rebecca Crown Library

Staff Representative #1

Staff Representative #2

Undergraduate student

Graduate student

### Definitions:

**Quorum:** Committee quorum is defined as one half of the committee membership plus one member.

**Committee Chair:** Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

**Ranking Faculty Member:** A faculty member elected from within the committee to work with the chair to set committee agendas.

### Policies and Procedures:

**Meetings:** The committee will meet monthly or more if needed, during the academic year.

Committee meetings will be held via Zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

**Attendance:** The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

**Agendas:** Any member of the community can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the

chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

*Rules of Order:* Meetings of the committee will follow Roberts' Rules of Order to determine quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the Committee may vote on actionable items. Before items come to a vote, the Chairperson will gather a sense of the body to encourage them to reach consensus on matters under consideration.

*Minutes:* The Committee will create a record of its discussion and actions via Zoom recording. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Interfaith Committee exercises its responsibility by:

- a) Engaging diverse religious, spiritual and value-based world views through study, contemplation, dialogue and cooperation.
- b) Promoting and supporting the design, delivery, and assessment of co-curricular interfaith programming for faculty, staff, and administration.
- c) Recognizing and celebrating holy days from diverse traditions.
- d) Promoting and supporting faculty in the design, delivery and assessment of curricula and pedagogies that analyze diverse religious, spiritual and value-based world views.
- e) Maintaining proper workflow, communication, and linkage between the Interfaith Committee and the Mission Integration Advisory Council.

## **Justice, Equity and Inclusion:**

### **Functional Area(s):**

Office of Justice, Equity, and Inclusion

### **Charter Summary:**

The JEI Committee is established to promote the principles of justice, equity, and inclusion within the DU community. The committee will work to ensure that the university is a welcoming and just community where all individuals are respected, valued, and have equal access to opportunities and resources.

### **Membership:**

Vice President, Justice, Equity, and Inclusion - Chair (ex officio; non-voting)

Ranking Faculty Member.

Vice President, Mission and Ministry (ex officio; non-voting)

Representative: Staff Council

Representative: Student Government Association

Faculty Representative: College #1 (RCAS/SOE)

Appointed Faculty Representative from college-level committee: College #1

Faculty Representative: College #2 (BSB/SOIS/CAS/CS)

Appointed Faculty Representative from college-level committee: College #2

Faculty Representative: College #3 (BCHS/SSW)

Appointed Faculty Representative from college-level committee: College #3

Faculty Representative: Rebecca Crown Library

Vice President, Student Success and Engagement (or designee)

Vice President, People and Culture (or designee)

Vice President, University Advancement (or designee)

Vice President, Enrollment Management (or designee)

Executive Director, Student Involvement and Inclusion

Chief Information Officer (or designee)

Director, Center for Teaching and Learning Excellence

Director, Hispanic Serving Initiatives

Undergraduate student

Graduate student

Members are expected to serve a term of 3 years, with the option for renewal.

### **Definitions:**

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

Ranking Faculty Member: A faculty member elected from within the committee to work with the chair to set committee agendas.

**Authority:**

The JEI Committee reports to the Vice President for JEI and collaborates with other institutional bodies to implement the committee's recommendations. The committee does not have direct decision-making authority but makes recommendations to the Vice President for Justice, Equity, and Inclusion for university-wide policy changes and initiatives.

**Policies and Procedures:**

**Meetings:** The committee will meet monthly during the academic year. Committee meetings will be held on via zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

**Attendance:** The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

**Agendas:** Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

**Rules of Order:** Meetings of the committee will follow Robert's Rules of Order to determine presence of a quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the committee may vote on actionable items. Before items come to a vote, the chair will gather a sense of the body in order to promote consensus on matters under consideration.

**Minutes:** The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Justice, Equity, and Inclusion Committee exercises its responsibility by:

- a) Policy Review & Development:
- b) Developing and implementing relevant aspects of the Dominican University Diversity Plan, particularly those aspects related to teaching, scholarship, and professional development.
- c) Assessing current policies and practices related to diversity, equity, and inclusion across campus.
- d) Recommending and developing policies aimed at promoting inclusivity and eliminating systemic barriers to success for historically marginalized populations.
- e) Campus Climate Assessment:
- f) Conducting regular assessments of the campus climate concerning DEI to identify areas of improvement.
- g) Developing strategies for addressing issues related to discrimination, bias, and exclusion.

- h) Education & Training:
  - i) Developing and implement training programs focused on increasing awareness and understanding of diversity, equity, and inclusion.
  - j) Promoting educational initiatives that support the development of a more inclusive and culturally competent community.
- k) Community Engagement & Outreach:
  - l) Fostering a sense of belonging among all members of the university, particularly for marginalized and underrepresented groups.
  - m) Working to engage diverse communities on and off-campus, creating meaningful connections and partnerships.
  - n) Recommending initiatives to support the academic and professional advancement of historically marginalized groups.
- o) Accountability & Reporting:
  - p) Monitoring and evaluating progress on JEI goals and initiatives.
  - q) Providing periodic reports to the administration and the broader campus community on the committee's activities, progress, and outcomes.
  - r) Promoting and supporting enhancement of the cultural competencies of faculty and students; that is, developing capacities to engage and learn authentically through the multiplicity of human perspectives and differences.
- s) Academic Collaboration:
  - t) Working with the academic units, the Assessment Committee, and the Program Review Committee to establish measurable outcomes and assessment protocols to document the university's progress toward our aspirations for excellence and inclusivity through diversity.
  - u) Promoting and supporting faculty in their design, delivery, and assessment of inclusive curricula and pedagogies that respect and encourage multiple ways of knowing and being in the world, and that embody the university's commitment to excellence through diversity.
  - v) Promoting and supporting faculty and student research that deepens our intellectual, spiritual, and ethical understanding of diversity, community, the common good and social justice.
  - w) Promoting and supporting faculty research, curricula, and pedagogy that identify, analyze, and address manifestations of institutional injustice such as racism, systems of privilege, and imbalances of power
- x) Collaboration with Other Committees:
  - y) Working in collaboration with other university committees (e.g., Student Affairs, Faculty Collegium, Equity and Access Office, and college-level JEI committees) to ensure alignment in JEI efforts across campus.

**Responsibilities:**

- a) Attend regular committee meetings and actively participate in discussions.
- b) Review reports, data, and materials relevant to JEI issues.
- c) Provide input and recommendations on proposed JEI initiatives.
- d) Serve as ambassadors for JEI principles and engage in outreach to promote JEI efforts across the campus.

- e) Maintain confidentiality and ensure respectful discussions that acknowledge the diversity of perspectives within the committee.

**Expected Outcomes:**

Increased justice, equity, and inclusion in university programs, policies, and practices leading to a more inclusive and supportive campus climate for students, faculty, and staff. Successful implementation of JEl initiatives that align with the university's mission and values.

# Mission Integration Advisory Council Committee

## Functional Area(s):

Division of Mission and Ministry

## Charter Summary:

The Mission Integration Advisory Council serves to promote the mission of Dominican University and to help sustain and enhance the Catholic Dominican identity of the university, through Hispanic serving and interfaith lenses.

## Membership:

Vice President, Mission and Ministry – Chair  
Ranking Faculty Member  
Assistant Vice President, Mission and Ministry  
Faculty Liaison for Mission  
Faculty Representative: College #1 (RCAS/SOE)  
Faculty Representative: College #2 (BSB/SOIS/CAS/CS)  
Faculty Representative: College #3 (BCHS/SSW)  
Faculty Representative: Rebecca Crown Library  
Staff representative #1  
Staff representative #2  
Undergraduate student  
Graduate student  
Liaison from Interfaith Committee  
Liaison from Sustainability Committee

## Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

Ranking Faculty Member: A faculty member elected from within the committee to work with the chair to set committee agendas.

## Policies and Procedures:

Meetings: The committee will meet at least four times, or more if needed, during the academic year. Committee meetings will be held via Zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

Attendance: The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

Agendas: Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

Rules of Order: Meetings of the committee will follow Robert's Rules of Order to determine presence of a quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the committee may vote on actionable items. Before items come to a vote, the chair will gather a sense of the body in order to promote consensus on matters under consideration.

Minutes: The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Mission Integration Advisory Council exercises its responsibility by:

- a) Deepening understanding of the Catholic and Dominican identity of the University.
- b) Supporting the annual Caritas Veritas Symposium.
- c) Helping to design Founders Week Activities.
- d) Generating ideas to engage the life and work of the Sinsinawa Dominican sisters.
- e) Strategizing ways to encourage engagement and integration of our Catholic Dominican mission across the university.

# Shared Governance Management

## Functional Area(s):

Office of the President

## Charter Summary:

The Shared Governance Management Committee (SGC) oversees the University policies and procedures portfolio, manages processes related to shared governance structures (decision matrix, committee structures, manuals, etc.), and refers shared governance concerns to the appropriate entity at the University. Decisions regarding changes to the IDM or procedures manual will go through the appropriate shared governance process.

## Membership:

Chair

Vice Chair

Faculty Collegium Past President (or designee)

Staff Council President (or designee)

Student Government Association President

Student Advocate (Staff member from Student Success and Engagement)

Representative: Chief of Staff (for Office of the President & BoT Liaison)

Representative: Sinsinawa Dominican Sisters

Representative: Office of People and Culture

With the exception of committee year one, the Chair serves a two-year term. The Vice Chair serves a two-year term, first year as Vice Chair and second year as chair. The Chair and Vice Chair will be administrators with faculty rank or staff members with significant understanding of the University community. In consultation with the leadership of the Faculty Collegium and Staff Council, the University President appoints the Chair and Vice Chair.

## Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member. A quorum must be present for voting to occur.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

## Policies and Procedures:

Meetings: The committee will meet at least four times, or more if needed, during the academic year. Committee meetings will be held on campus (with online options available) and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

**Attendance:** The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

**Agendas:** Any member of the community can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee. All meetings will also include the opportunity for any Committee member to raise new business. Items brought to the committee at least 72 hours prior to a scheduled meeting will be considered at the next meeting. The committee will determine if issues raised outside this time frame warrant a special meeting or will be placed on the next meeting's agenda.

**Rules of Order:** Meetings of the committee will follow Roberts' Rules of Order to determine quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the Committee may vote on actionable items. Before items come to a vote, the Chairperson will gather a sense of the body to encourage reaching consensus on matters under consideration.

**Minutes:** The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications. The Vice Chair is responsible for submitting minutes to the community through the established reporting mechanism.

**Duties:**

The Shared Governance Management Committee exercises its responsibility by:

- a) Serving as the triaging committee for shared governance process concerns, referring items to the appropriate office(s)/committee(s).
- b) Managing the Institutional Decision Matrix (IDM).
- c) Managing the Institutional Committee Structure (ICS).
- d) Managing the University Policies and Procedures portfolio.
- e) Managing the Shared Governance Portal (web presence), including posting of approved manuals, committee minutes, and other shared governance documents. Recommended changes to the IDM and ICS must be reviewed by the appropriate governance channels.

# Strategic Planning and Budget Committee

## Functional Area(s):

Office of the President

## Charter Summary:

The purpose of the Strategic Planning and Budget Committee is to provide recommendations and oversight into the strategic and budget resource planning of the university. The committee serves as the principle advisory body to the President in the review, recommending, and monitoring of the university's strategic plan and making annual recommendations regarding the operating budget and resourcing of university priorities. It will ensure that new initiatives and resource requests/needs have academic and/or institutional merit; that they are aligned with the mission of the university; and that expenses, revenue, and indirect costs have been appropriately assessed. A specific function is to discuss key components of the strategic plan that have an institutional impact, and get broad input on barriers/opportunities, and how to move the priorities forward.

## Membership:

Senior Vice President/COO - Chair  
University President (ex-officio)  
Senior Vice President, Finance/CFO  
Vice President, Academic Affairs/Provost  
Executive Director, Planning, Grants and Foundation Relations  
Vice President, Enrollment Management  
Vice President, Student Success and Engagement  
Vice President, People and Culture  
Vice President, Mission and Ministry  
Vice President, Justice, Equity and Inclusion  
Vice President, University Advancement  
Chief of Staff  
Chief Executive Officer, Chicago Campus  
Chief Information Officer  
Dean, College #1  
Dean, College #2  
Dean, College #3  
University Librarian  
Dean of Students\*  
Director, Hispanic Serving Initiatives\*  
Faculty Collegium President (or designee)  
Faculty Collegium Executive Council appointee  
Staff Council President (or designee)  
Staff Council Leadership Representative  
Student Government Association President (or designee)

## Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

**Policies and Procedures:**

Meetings: The committee will meet monthly, or more if needed, during the academic year. Committee meetings will be held on campus (with online options available) and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

Attendance: The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

Agendas: Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

Minutes: The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications. On rare occasions, such as when confidential discussions occur, portions of the minutes may be redacted or unavailable.

**Duties:**

The Strategic Planning and Budget Committee exercises its responsibility by:

- a) Recommending to the President the University operating budgets, pricing, capital repair and replacement plans as put forth by the appropriate university Vice Presidents to the Senior Vice President of Finance/Chief Financial Officer. In some instances, recommendations will also need to be shared with and/or approved by other entities such as: the full Board of Trustees, Board of Trustee committees and the Sponsors Council.
- b) Articulating and periodically recommending updates to the strategic framework for university planning (institutional priorities, overarching goals and objectives), developed in consultation with faculty, staff and students, and finally approved by the Board of Trustees.
- c) Monitoring planning strategies and progress toward goals and making recommendations for revisions to the planning process as necessary.
- d) Ensuring the collaboration and integration of planning and budget processes to establish budget guidelines, align priorities and allocations, and evaluate and improve processes.
- e) Contributing to the Campus Master Planning process by ensuring that investments in facilities align with strategic priorities.

- f) Facilitating accurate, transparent, and timely patterns of communication across all stakeholders.

Month	Budget or Strategic Plan Topic for Committee to Address. (in addition, the group will discuss institutional strategic priorities to help move progress forward)
September	Review of post-census operating budget (adjustments from forward plan) and review subsequent year undergraduate tuition, room/board pricing and merit discounting, financial aid optimization plan.
October	Review enrollment actuals vs. forecast for fall semester.
November	Review final audit and operational results.
December	Review Renewal and Replacement budget and forward plan. Review subsequent year graduate tuition rates.
January	Review of new budget requests, including new staff requests. Mid-year strategic plan review of fall semester progress and adjustments.
February	Review mid-year operating budget post census. Review enrollment actuals vs. forecast for spring semester.
March	Review of audit from prior fiscal year. Discussion of audit plan review for current fiscal year.
April	Review preliminary (forward plan) next FY operating and capital budgets.
June retreat	Strategic plan initiatives review of year's progress and planning for subsequent year.

# Sustainability Committee

## Functional Area(s):

Division of Mission and Ministry

## Charter Summary:

The Sustainability Committee promotes and encourages sustainable practices on campus.

## Membership:

Assistant Vice President, Mission and Ministry - Chair

Ranking Faculty Member

Representative: College #1 (RCAS/SOE)

Representative: College #2 (BSB/SOIS/CAS/CS)

Representative: College #3 (BCHS/SSW)

Representative: Rebecca Crown Library

Executive Director, Operations

Director, Auxiliary Services

Staff Administrator for Sustain DU

Director, Civic Engagement

Director of the Sustainability Studies Minor

Undergraduate student

Graduate student

## Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

Ranking Faculty Member: A faculty member elected from within the committee to work with the chair to set committee agendas.

## Policies and Procedures:

Meetings: The committee will meet twice a semester, or more if needed, during the academic year. Committee meetings will be held via Zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

Attendance: The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

Agendas: Any member of the community can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the

chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

Rules of Order: Meetings of the committee will follow Roberts' Rules of Order to determine quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the Committee may vote on actionable items. Before items come to a vote, the Chairperson will gather a sense of the body to encourage them to reach consensus on matters under consideration.

Minutes: The Committee will create a record of its discussion and actions via Zoom recording. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Sustainability Committee exercises its responsibility by:

- a) Advancing sustainable behaviors among students, faculty, and staff through engagement and initiatives;
- b) Developing and supporting impactful co-curricular programs that integrate sustainability into student and campus life;
- c) Promoting the awareness of the need for and practices of sustainability to create a sustainable campus;
- d) Encouraging sustainable practices among students, faculty and staff;
- e) Promoting and supporting co-curricular programming across the University;
- f) Building collaborative campus and community relationships to care for and sustain shared ecosystems, specifically working with campus dining and residence life to reduce campus waste;
- g) Proposing and supporting practices that enhance campus sustainability, such as waste reduction initiatives and green procurement practices;
- h) Tracking and reporting key energy and waste metrics, to measure progress and identify areas for improvement;
- i) Advocating for best practices to foster more sustainable campus environment.
- j) Maintaining proper workflow, communication, and linkage between the Sustainability Committee and the Mission Integration Advisory Council.

# Technology Committee

## **Functional Area(s):**

Information Technology  
Academic Affairs

## **Charter Summary:**

The Technology Committee is charged with assisting Dominican University Information Technology with developing strategy and policy related to university technology assets. TC serves as a technology think tank, providing input on community priorities, the best use of technology in research and pedagogical practices, and policy guidance.

## **Membership:**

Chief Information Officer – Chair  
Ranking Faculty Member  
University Registrar  
Director of Learning Technologies  
Director of the Center for Teaching and Learning Excellence  
Chair, Faculty Academic Technology Committee  
Representative: Staff Council  
Representative: Student Government Association  
Representative: College #1 (RCAS/SOE)  
Representative: College #2 (BSB/SOIS/CAS/CS)  
Representative: College #3 (BCHS/SSW)  
Representative: Rebecca Crown Library

## **Definitions:**

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

Ranking Faculty Member: A faculty member elected from within the committee to work with the chair to set committee agendas. As needed, the ranking faculty member coordinates with the Faculty Development Committee and Center for Teaching and Learning Excellence.

## **Policies and Procedures:**

Meetings: The committee will meet at least four times, or more if needed, during the academic year. Committee meetings will be held via Zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

**Attendance:** The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

**Agendas:** Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

**Rules of Order:** Meetings of the committee will follow Robert's Rules of Order to determine presence of a quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the committee may vote on actionable items. Before items come to a vote, the chair will gather a sense of the body to promote consensus on matters under consideration.

**Minutes:** The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

**Duties:**

The Technology Committee exercises its responsibility by:

- a) Assisting in the development and implementation of relevant aspects of the Dominican University Information Technology Strategic Plan.
- b) Reviewing and providing feedback on policies that relate to faculty usage and access of university information technologies and facilities in their teaching, scholarship, professional development, and participation in university life and governance.
- c) Encouraging and stimulating faculty development in information technologies, with special emphasis on pedagogical implications.
- d) Serving as technology and facility "thought leaders" among faculty across the University; stimulating innovation; and providing opportunities for discussion of emerging technologies and their potential pedagogical applications.
- e) Setting goals and priorities related to pedagogical issues for technology and facilities at the University level, including online instruction, and recommending action steps toward these goals.
- f) Consulting with the Faculty Development Committee and CTLE director when needed regarding teaching scholarship and development.
- g) Maintaining proper workflow, communication, and linkage between the TC and the Academic Technology committee work.

## 403(b) Fiduciary Committee

### Functional Area(s):

Business Office

Office of People and Culture

### Charter Summary:

Dominican University (“Dominican”) sponsors the 403(b) Retirement Plan (“Plan”) for the benefit of its eligible participants. The Plan is a tax-sheltered annuity plan, intending to comply with the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended (“Code”). The Plan is also subject to other relevant provisions of the Code and the Employee Retirement Income Security Act of 1974 (“ERISA”), as amended. The Plan designates Dominican as the “Plan Administrator” of the Plan. Pursuant to the terms of the Plan, Dominican may appoint, and hereby appoints, a committee, called the Fiduciary Committee (“Committee”) to function as the Plan Administrator and to perform other duties as set forth herein.

The Committee has overall responsibility for the investment oversight and the administration of the Plan. Members of the Committee are fiduciaries of the Plan as defined in Section 3(21) of ERISA.

As fiduciaries, the members of the Committee will discharge their duties:

- a) Solely for the benefit of all participants and beneficiaries of the Plan;
- b) For the exclusive purpose of providing benefits to the participant in the Plan and their beneficiaries and to defray the reasonable expenses of administering the Plan;
- c) With the same care, skill, prudence, and diligence that reasonable person familiar with such matters would employ;
- d) Except to the extent required by the terms of the Plan, by diversifying the investments of the Plan, as applicable and consistent with the documents of the Plan, to minimize the risk of large losses, unless, under the circumstances, it is clearly prudent not to do so; and
- e) In accordance with the documents and instruments of the Plan.

### Membership:

Senior Vice President/Chief Financial Officer - Chair

Vice President, People and Culture

Associate Vice President, Finance/Controller

Director, Total Rewards and Benefit Administration

Representative, Faculty Collegium Member (elected from body)

Representative, Faculty Collegium Executive Council Member

Representative, Staff Council (2)

Each committee member shall serve at least a one-year term. A committee member will automatically cease membership when their employment with Dominican ends, whatever the reason.

### Definitions:

Quorum: Committee quorum is defined as one half of the committee membership plus one member.

Committee Chair: Committee chairs are responsible for setting meetings agendas (in tandem with the ranking faculty member, where applicable), scheduling meetings and conducting meetings, and submitting minutes to the appropriate entities. The chair is also responsible for preparing and submitting an annual report to the Shared Governance Management Committee.

**Policies and Procedures:**

Meetings: The committee will meet at least semiannually, or more if needed, during the academic year. Committee meetings will be held via Zoom and during a time most suitable for all members to facilitate attendance by the greatest/largest number of committee members.

Attendance: The Committee chairperson will notify all members of the Committee at least two weeks in advance about an upcoming meeting. The notification will include information about the meeting location and a call for agenda items.

Agendas: Any member of the committee can propose an item for the meeting agenda by contacting the Committee chairperson. Suggestions for agenda items should be submitted to the chair of the committee at least a week before the next scheduled committee meeting. All meetings will also include the opportunity for any Committee member to raise new business.

Rules of Order: Meetings of the committee will follow Robert's Rules of Order to determine presence of a quorum, guide discussion and debate, and reach an agreement/take a vote. All members of the committee may vote on actionable items. Before items come to a vote, the chair will gather a sense of the body to promote consensus on matters under consideration.

Minutes: The Committee will create a record of its discussion and actions. On a rotating basis, Committee members will take these minutes. A draft of the minutes will be available for all members to review and to propose corrections and clarifications.

Authorized Signatures: The Director, Total Rewards and Benefit Administration is authorized to execute documents and provide directions to plan recordkeepers, custodians, trustees and investment managers and others on behalf of the Committee. Execution and signing of certain actions and documents will be taken on behalf of the Committee if they have been formally reviewed, discussed, and voted on within the bounds of the established quorum procedures. No individual committee member may take it upon himself to execute documents or actions resulting in plan changes without the approval of the Fiduciary Committee. From time to time, certain members appointed to the Fiduciary Committee by title may be required to execute routine plan actions individually or in partnership with other designated members, such as the Associate Vice President, Finance and Controller distributing funds from the plan's Revenue Credit Account to pay for qualified plan expenses with review of said action performed by the Director, Total Rewards and Benefit Administration.

Compensation and Bonding: Committee members, as employees of Dominican, shall serve without additional compensation for the performance of their duties. Dominican shall reimburse the

members for all direct expenses properly and actually incurred on behalf of the plan. The Committee and other applicable individuals shall be covered by a bond to protect the plan against loss.

**Duties:**

The 403(b) Fiduciary Committee exercises its responsibility by:

- a) Providing oversight of the investment management and administration of the plan.
- b) Assessing and selecting all third-party service providers and other professionals, such as the plan's auditors, that support the plan and its participants, making changes as deemed appropriate for the plan.
- c) Monitoring the performance of the funds offered as investment options under the plan in accordance with the Investment Policy Statement.
- d) Selecting, when appropriate, new fund managers and/or investment options for the plan.
- e) Maintaining records and signed documents of the actions of the Committee. Such records will be maintained by the Office of People and Culture.
- f) Interpreting the plan document.
- g) Resolving claims disputes in accordance with the claims procedure.
- h) Providing oversight of administrative compliance.