UNIVERSITY FACULTY BY-LAWS

FacultyBy-Laws

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Article I: Introduction

Section 1 The Lewis University Faculty Handbook has two parts: (1) The University Faculty By-Laws which are common to all University Faculty as defined in these By-Laws; and

Section 6 Subject to Board of Trustees approval, each College/School shall have the right to adopt supplemental By-Laws relating to areas of concern specific to that College/School, provided that they are not inconsistent with these By-Laws.

Section 7 To the extent that there is any conflict between these By-Laws and the By-Laws of the Board of Trustees of Lewis University, the latter shall govern. To the extent there is a conflict between these By-Laws and those of an individual College/School, these By-Laws shall govern.

Section 8 The process for amending the University Faculty By-Laws is found in Article XXII.

Article II: The University Faculty

Section1 As teachers,Lewis University faculty members encourage the free pursuit of learningin their students.They hold before their students the best scholarly standards of their discipline. They demonstrate respect for students as individuals and serve as their intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and assure that evaluation of students reflects their true academic merit. Facultymembers respect the confidential (e)TJ 0t1 Tc tu1-4 (e

Section 5 As members of society, Lewis University faculty have the rights and obligations of any citizen and measure these obligations in the light of their responsibilities to their subject, to students, to the profession, and the University. When speaking or acting as private persons, faculty must avoid creating any impression of speaking or acting for the University. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of complex and controversial issues regarding freedom and full human development.

Section 6 Lewis University faculty have an obligation to respect, support, contribute to and advance the University Mission. This obligation involves respectful consideration of Mission-based knowledge and wisdom in the free inquiry of the discipline. Faculty are to incorporate Mission values when they can contribute significantly and appropriately to the lesson or learning goal at hand.

Section 7 In the developing, teaching, and assessing

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Article III: Faculty Responsibilities

Section 1 The primary responsibilities of a faculty member are related to professional responsibilities as a classroom teacher, scholar and colleague. In addition, faculty members have responsibilities to their students, their department, their College/School, the University, the University Miss(s)1 (p)-8.1(e)-4.1(r)-4.1(s)-4.1(o)-4.1(n)-4.1(a)-4.1(l)-4.1(i)-4.1(t)-4.1(y)-4.1(,)-4.1( )-4.1(t)-4.1(h)-4.1(e)-4.1( )-4.1(U)-4.1(n)-4.1(i)-4.1(v)-4.1(e)-4.1(r)-4.1(s)-4.1(i)-4.1(t)-4.1(y)-4.1(,)-4.1( )-4.1(t)-4.1(h)-4.1(e)-4.1( )-4.1(U)-4.1(n)-4.1(i)-4.1(v)-4.1(e)-4.1(r)-4.1(s)-4.1(i)-4.1(t)-4.1(y)-4.1(

Article III:

Section 5 Responsibilities to the College/School: Faculty are expected to attend and participate in scheduled College/School meetings and College/School events and to serve on College/School committees. In addition, faculty are expected to fulfill other College/School related responsibilities as stated in these University Faculty By-Laws and/or the supplemental College/School By-Laws.

Section 6 Responsibilities to the University: Faculty are expected to attend all scheduled University faculty meetings; to attend University-sponsored functions requested by the President, such as Convocations and Commencement, and to share the responsibility of serving on University-wide committees and task forces.

Section 7 Responsibility to the Mission: All faculty letters of appointment and all annual faculty contracts include a requirement to respect, support, contribute to and advance the Catholic and Lasallian Mission of the University as a condition of University employment. Reappointment, promotion, and tenure decisions all require demonstrated respect and support for, contribution to, and advancement of the University's Mission. The Mission of the University requires a commitment to service. This service is to be demonstrated at the departmental,

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Article IV: Academic Freedom

Section 1 Academic freedom is the freedom of scholars to speak, to write, and to conduct research. Freedom means that the decision concerning what to say, write, or investigate is left to the judgment of scholars insofar as they adhere to the canons

1. Unique policies and

A. The purpose of the Faculty Senate is to:

1. Initiate and recommend general policies that concern more than one College pertaining to the academic quality of the curricula, requirements for degrees, admission requirements, the addition or deletion of academic programs, teaching, grading, honors and similar academic matters.

   (a) Each College retains responsibility over the curriculum that is the purview of the academic specialty areas of the College faculty; and

   (b) Collaboration across Colleges is required in decisions regarding areas of curriculum that cross academic areas or are part of the general education requirements.

2. Initiate and recommend university-wide policies on faculty appointments, reappointments, promotions, granting of tenure, compensation, sabbaticals, and dismissals to the administration.

3. Advise on policies for the use and improvement of learning resources (library, computing, facilities, instructional technology, etc.) and innovations in teaching.

4. Preserve and defend academic freedom, faculty rights, and faculty benefits (see Article IV).

5. Promote university-wide policies and procedures that facilitate faculty research and scholarly activity.

6. Advise on policies for promoting diversity among the faculty.

7. Oversee the work of Standing Committees and any ad hoc committees formed by the Faculty Senate.

8. Advise on such other matters as shall be referred to it for study and recommendation. The Senate will consider and respond to such referrals within 60 academic days[2] unless otherwise mutually agreed. If the Senate does not act within the prescribed time frame, the matter will proceed without Senate recommendation.

The authority of the Faculty Senate shall not extend over the internal affairs of any single College except as they affect the interests of Lewis University as a whole or the interests of other units.

[2] As used in these By-Laws, "working days" shall mean all days on which the business office of the University is open; "academic days" shall mean calendar days excluding days falling during the Christmas, Fall and Spring Recess and those falling between the Spring Semester Commencement and the first day of classes in the ensuing Fall semester; "calendar days" or "days" shall mean calendar days.

1. Faculty within each College will elect representatives who will serve as Senators for a two-year term.
2. If a Senator misses three meetings in a semester, the matter will be referred to their

Article V:

If a member of any university-wide shared governance committees accepts one of these administrative leadership roles, they need to

H. FacultySenate

Article V:

detailing the nature of the issue. The Senate President shall confer with the officers of the Senate and decide whether to add the item to the agenda for the next Senate meeting or refer the item to an appropriate Faculty Senate Standing Committee.

2. The Senate shall also provide at each open meeting a time in which questions or comments may be heard from those attending.

K. Board of Trustee Approval of Senate Actions

1. Faculty Senate recommendations that require action by the Board of Trustees shall be transmitted promptly by the Provost who shall advise the President of the University of the action and the Provost's recommendation. The President of the University shall promptly transmit the Senate recommendation to the Board of Trustees with their and the Provost's recommendations. The recommendations shall become effective upon approval by the Trustees. The Board of Trustees may overrule any action of the Faculty Senate.

2. If the Board of Trustees shall request further information on a he Pea on 5 Wm .8 Tw 2.-0.00 comm rr 0 T3w [(s)4 (s)9 TJ 08 Tw d(P)-1 nees

3. Each college will determine the selection process of its representatives to the Faculty Senate Standing Committees and have elections concluded by April 1st.

4. The number of members on each Standing committee may be changed by more than two-third (2/3) vote of the Faculty Senate.

5. Membership on the University Faculty Senate Standing Committees shall be as follows:

   (a) UAAC: Two (2) representatives from the College of Aviation, Science, and Technology; the College of Nursing and Health Sciences; the College of Business; the College of Education and Social Sciences; the College of Humanities, Fine Arts, and Communication; one (1) representative from the School of Graduate, Professional and Continuing Education; and the Registrar, or Registrar's designee. Ex officio: the Provost or designee and the chair, or chair's designee, of UGAC. Members must be currently teaching undergraduate courses or have significant past undergraduate teaching experience. The chair, or chair's designee, of UAAC will serve on UGAC to facilitate communication and work on projects that cross programs.

      i. The University Academic Affairs Committee (UAAC) will establish the General Education (GE) subcommittee. The purpose of the GE Subcommittee will be to implement, assess and coordinate the General Education Curriculum. The responsibilities of the committee are to work with university groups and content experts to develop criteria and learning outcomes for general education curriculum categories, to recommend general education courses to UAAC for approval, to work with Faculty Development to provide training in current developments and best practices in general education, to coordinate the assessment of the general education curriculum within the university governance structure, to work with university offices on administrative matters such as the GE webpage and to advise UAAC on academic matters related to general education such as the Illinois articulation agreement, transfer courses, advising and proficiency testing. The membership will consist of: one (1) member from College of Aviation, Science, and Technology, one (1) member from College of Education and Social

Sciences, one (1) member from College of Humanities, Fine Arts, and Communication, one (1) member from College of Nursing and Health Sciences, one (1) member from College of Business, one (1) member from School of Graduate, Professional and Continuing Education, and one (1) at-large representative, as well as one (1) current member of UAAC and the Dean of General Education who will serve as ex-officio representatives. The GE subcommittee will elect a Chair from voting members. The faculty representatives and at-large representative will be selected by UAAC from the pool of applicants for a three-year term

ii. The Writing Across the Curriculum (WAC) Subcommittee will play an advisory role for WAC professional development initiatives. Additionally, the WAC Subcommittee will be consulted by and advise UAAC about curricular and assessment policies related to writing. Specifically, the WAC Subcommittee will collaborate with university groups and units to provide WAC professional development responsive to faculty and student needs; collaborate with Faculty Development and the Faculty Center for the Advancement of Teaching and Learning to provide training in research-based practices in writing instruction and assessment; be consulted by and make recommendations to UAAC on academic matters related to student writing, such as curricular proposals, including General Education Advanced Writing courses, or assessment initiatives related to student writing; work with the Provost's Office to fund WAC professional development; and work with university offices on administrative matters such as a WAC webpage. The WAC Subcommittee will work with the University Assessment Committee, College Assessment Committees, and UAAC to coordinate assessment of advanced writing courses and other forms of writing assessment when needed.

The membership of the WAC Subcommittee will consist of one (1) member from College of Aviation, Science, and Technology, one (1) member from College of Education and Social

Sciences, one (1) member from College of Humanities, Fine Arts, and Communication, one (1) from School of Graduate, Professional and Continuing Education, one (1) member from College of Business, one (1) member from College of Nursing and Health Sciences, one (1) at large faculty member with experience teaching Community Engaged Learning courses, and one (1) member from the University Graduate Affairs Committee as well as one (1) current member from the University Academic Affairs Committee who will serve as an ex officio representative. The -4 (e a)10 (s)-5 (

Article VI: Faculty Appointments

Section 1 This article of these University Faculty By-Laws applies to University Faculty hiring and emeritus status for retiring University Faculty. Specific policies and procedures indicated in supplemental individual College/School By-Laws shall also apply to the extent not inconsistent with these University Faculty By-Laws.

Section 2 Faculty appointments are made by the President on the recommendation of the Provost and the Dean of the College/School.

Section 3 No faculty appointments shall be made unless the procedures for the addition of a new position or the filling of a vacated position stipulated by the University in Personnel Search Procedures and its statement regarding Mission-based hiring have been followed. Further, all aspects of the search process detailed in the Personnel Search Procedures, administered by the Office of Human Resources, shall be followed. All searches and selection processes shall comply with applicable legal Higher Learning Commission standards in effect at the time of the appointment.

Section 4 All faculty appointments have as the locus of their appointment the applicable College/School and Department/academic unit, which is stated in their initial appointment letter.