

CREIGHTON UNIVERSITY STATUTES - 2009

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UNIVERSITY STATUTES

As chief executive and administrative officer of the corporation, the President of the University promulgates the following *University Statutes* governing the daily operations of the University. It is the policy of the President that these Statutes shall be reviewed and revised from time to time with the advice of the faculty of the University. These Statutes and any revisions or amendments thereto are subject to and will not infringe upon the authority of the University President or the Board of Directors, as provided by the Articles of Incorporation and the laws of the State of Nebraska and the Bylaws of Creighton University as adopted by the Board of Directors. Copies of the Bylaws of Creighton University are available in the Creighton University libraries.

The Creighton University *Faculty Handbook* governs the definition and organization of the University Faculty and the relationship between the University and the Faculty. Nothing in the *University Statutes* shall be deemed to alter, modify, or supersede any provision of the Handbook. Amendments to the Handbook may be made as provided in these *University Statutes*.

ARTICLE I

Officers of the University

Section 1 **President and Vice Presidents**

A. The President of the University

1. Shall be, in addition to the duties as set forth in the Bylaws, ex officio:
 - a. Chair of the Academic Council
 - b. Chair of the executive committee of the Academic Council
 - c. Chair of the Budget Committee
 - d. Member of the faculty of each College and School of the University
2. Shall appoint, promote, and dismiss administrative officers, faculty members, and employees of the University, other than those University officers set forth in Article III, Section 1 of the Bylaws, within the University policy on faculty appointment, rank, tenure, and dismissal.
3. Shall be selected and elected as follows:
 - a. The selection and election of the President is the prerogative and responsibility of the Board of Directors.
 - b. To aid the Board in such selection a Presidential Nominating Committee will normally be appointed by the Board, which shall

report its findings and the names of its final nominees to the Board of Directors, together with its evaluation and recommendations. The Presidential Nominating Committee shall consist of twelve members, three of whom shall be members of the Board of Directors; four of whom shall be faculty members selected by the Academic Council; two of whom shall be students selected by the Creighton Students Union; two of whom shall be staff selected by the Staff Advisory Council; and one of whom shall be the current president of the Alumni Association.

B. The Vice President for Academic Affairs

1. Shall be elected by the Board of Directors on the recommendation of the President to perform such duties as the President shall direct.
2. Shall be, ex officio:
 - a. Member of the Academic Council
 - b. Member of the executive committee of the Academic Council
 - c. Member of the Committee on Rank and Tenure
 - d. Member of the University Committee on Public Honors and Events
3. Shall exercise general executive responsibility under the President for the broad educational policies, programs, and procedures of the University for the Graduate School, the School of Law, the Creighton College of Arts and Sciences, the College of Business Administration, and University College and Summer Sessions.
4. Shall exercise general supervision over the academic administrators of these Colleges and Schools of the University and shall evaluate them on an annual basis and report to the President. Normally, all academic business of these administrative units shall be channeled through this Vice President.
5. Shall exercise immediate supervision over the administrators and directors of such other supportive areas as may be designated by the President.
6. Shall review and approve the annual budget recommendation of the Colleges, Schools, and other areas under the jurisdiction of this office.
7. Shall be selected and elected as follows:
 - a. The selection and election of the Vice President for Academic Affairs is the prerogative and responsibility of the Board of Directors.

- b. To aid the Board in such selection a Nominating Committee will normally be appointed by the Chair of the Board. Two Board members will serve on this Committee.
- c. The Nominating Committee shall also include four faculty members, two students, one alumni member, and two members appointed by the President.
- d. The Nominating Committee shall present the final nominees to the Board of Directors with the evaluations and recommendations of the entire Committee and the President.

C. The Vice President for Administration

- 1. Shall be elected by the Board of Directors to perform such duties as the President shall direct, as follows:
 - a. To aid in the selection, the President will appoint a screening committee consisting of one student, one faculty member, one staff member, and one member appointed by the President.
 - b. This committee will be charged with the duty of recommending to the Nominating Committee of the Board of Directors a candidate or candidates of their choice.
- 2. Shall be responsible for the areas of Buildings and Grounds, Campus Planning, Child Care Center, Environmental Services, Governmental Relations, Mail Center, Public Safety, Varsity Press, Environmental Health and Safety, Travel Services, and the Creighton University Neighborhood Network.
- 3. Shall be, ex officio:
 - a. Chair of the Campus Planning Committee
 - b. Chair of the Governmental Relations Council
- 4. Shall be charged with direction of more efficient utilization of University resources, development of a comprehensive program of governmental relations, campus planning, and, in general, centralization of such administrative functions as the President shall direct.
- 5. Shall exercise immediate supervision over the administrators of such supportive areas as are related to this Vice President's Office as designated by the President.
- 6. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of this office.

D. The Vice President for Financial Affairs and Treasurer

1. Shall be elected by the Board of Directors to perform such duties as the President shall direct.
2. Shall be, ex officio:

Chair of the Financial Advisory Committee
3. Shall be chief financial officer of the University and shall receive all monies paid to the University and be responsible for custody and disbursement as approved by the President.
4. Shall be the coordinator and director of all activities in the area of institutional financial operations, shall exercise immediate jurisdiction and supervision over the administrators and directors of such areas as Human Resources, Purchasing, and auxiliary enterprises, and shall evaluate these administrators and directors on an annual basis and report to the President.
5. Shall be responsible for the preparation and execution of the University budget.
6. Shall be responsible for all financial studies, financial reporting, and long-and short-range financial planning.
7. Shall authorize the expenditure of all University funds by signing the checks drawn on the various University bank accounts.
8. Shall be the official representative of the University in all financial relations and negotiations.
9. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of this office.
10. Shall be responsible for the proper management of the University's investments.

E. The Vice President for Health Sciences

1. Shall be elected by the Board of Directors on the recommendation of the President to perform such duties as the President shall direct.
2. Shall be, ex officio:
 - a. Member of the Academic Council
 - b. Member of the executive committee of the Academic Council

- c. Member of the Committee on Rank and Tenure
 - d. Member of the University Committee on Public Honors and Events
3. Shall exercise general executive responsibility under the President for the broad educational policies, programs, and procedures of the University for the Health Sciences Schools.
 4. Shall exercise general supervision over the academic administrators of these Schools of the University, and shall evaluate them on an annual basis and report to the President. Normally, all academic business of these administrative units shall be channeled through this Vice President.
 5. Shall exercise immediate supervision over the administrators and directors of such other supportive areas as may be designated by the President.
 6. Shall review and approve the annual budget recommendation of the Schools and other areas under the jurisdiction of this office.
 7. Shall be selected and elected as follows:
 - a. The selection and election of the Vice President for Health Sciences is the prerogative and responsibility of the Board of Directors.
 - b. To aid the Board in such selection a Nominating Committee will normally be appointed by the Chair of the Board. Two Board members will serve on this Committee.
 - c. The Nominating Committee shall include four faculty members, two students, one alumni member, and two members appointed by the President.
 - d. The faculty representatives shall be from each of the Health Sciences Schools.
 - e. The Nominating Committee shall present the final nominees to the Board of Directors with the evaluations and recommendations of the entire Committee and the President.

F. The Vice President for Information Technology

1. Shall be elected by the Board of Directors to perform such duties as the President shall direct.
2. Shall exercise immediate supervision over the administrators and directors of such areas as Information Services, Administrative Computing, Academic Computing, Technical Services and Communications, and shall

evaluate them on an annual basis and report to the President.

3. Shall be responsible for the coordination of planning, implementation, and continued operations of university-wide communications (voice, data, video) services.
4. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of this office.

G. The Vice President for Student Services

1. Shall be elected by the Board of Directors to perform such duties as the President shall direct, as follows:

To aid in the selection, the President will appoint a committee composed of the Director of University Chaplains, one student (chosen by the Creighton Students Union), one faculty member (chosen by the Academic Council), one member appointed by the President, one member from the Student Services area, and one alumni member appointed by the President.

2. Shall be, ex officio:
 - a. Chair of the University Committee on Student Life Policy
 - b. Chair of the University Committee on Student Discipline
3. Shall exercise general jurisdiction over the directors and administrators of such supportive areas related to Student Services as shall be designated by the President.
4. Shall evaluate the directors of these areas on an annual basis and report to the President.
5. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of this office.

H. The Vice President for University Ministry

1. Shall be elected by the Board of Directors on the recommendation of the President to perform such duties as the President shall direct.
2. Shall exercise immediate supervision over the administrators and directors of such areas as Campus Ministry, Center for Service and Justice, Deglman Center, Collaborative Ministry Office, Institute for Latin American Concern (ILAC), and Creighton University Retreat Center.
3. Shall be responsible for the coordination of planning, implementation, and continued operations of university-wide ministries.
4. Shall review and approve the annual budget recommendations of the areas

under the jurisdiction of this office.

I. The Vice President for University Relations

1. Shall be elected by the Board of Directors to perform such duties as the President shall direct.
2. Shall be ex officio Chair of the University Committee on Public Honors and Events.
3. Shall exercise immediate supervision over the administrators and directors of such areas as Public Relations, Alumni Relations, and University Development, and shall evaluate them on an annual basis and report to the President.
4. Shall be responsible for the supervision of the planning, effective programming, and implementation of all activities in the Division of University Relations.
5. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of this office.

J. Secretary and General Counsel

1. Shall be elected by the Board of Directors upon recommendation of the President to perform such duties as the President shall direct and as set out below.
2. As General Counsel shall be responsible for the areas of Corporate Compliance, Risk Management, Government Relations and Legal Affairs of the University and shall serve as Contract Officer.
3. As Secretary shall:
 - a. Attend all meetings and keep all minutes of the Board of Directors.
 - b. Have custody of the Corporate Seal of the University and shall imprint it on documents as may be required.
 - c. Sign all documents of the University requiring the signature of the Secretary.
 - d. Serve all notices required in the Bylaws and all notices directed by the President or the Board of Directors.
 - e. Perform such other duties as normally pertain to the Office of Secretary of a corporation.
4. Shall be, ex officio:

- a. Secretary of all Board of Directors meetings
 - b. Member of President's Cabinet
 - c. Chair of the Government Relations Committee
 - d. Member of the University Compliance Committees
5. Shall have the same rank as a Vice President.

Section 2 **Other General Administrators Under the President**

The President shall appoint other general administrators as are deemed appropriate, such as:

- A. Associate Vice President for Affirmative Action and Diversity Outreach
- B. Internal Audit Director
- C. Research Compliance Officer
- D. Associate Vice President for Stewardship

ARTICLE II

Section 1 **Academic Administrative Units**

A. Colleges and Schools

- 1. A College or School is an academic administrative unit consisting of a Dean, such supplementary officers as may be appointed by the President for the more efficient administration of this unit, the faculty, the students registered in the particular School or College, and the appropriate staff.
- 2. Those academic units of the University which admit students directly from secondary schools shall be called Colleges; those which admit only after some preparation in institutions of college level shall be called Schools.
- 3. The academic administrative units of the University are the:
 - College of Arts and Sciences
 - College of Business Administration
 - Graduate School
 - School of Dentistry
 - School of Law
 - School of Medicine
 - School of Nursing
 - School of Pharmacy and Health Professions
 - University College and Summer Sessions

4. Establishment or discontinuance of any College or School of the University shall require the formal approval of the Board of Directors of the University.
5. A new degree program or equivalent course of study within a College or School of the University shall require approval of the Dean and the executive committee, consultation with the Academic Council if appropriate, and approval of the appropriate Academic Vice President and the President.
6. Each College or School will establish bylaws for its internal administration, but in such a way as not to be in conflict with these Statutes.
 - a. The Deans, Associate Deans, and Assistant Deans shall be members, ex officio, of their respective executive faculties.
 - b. Each School or College shall determine the nature of membership on its executive committee, and shall provide for student representation.
 - c. Within each College and School it is the responsibility of the executive committee to advise the Dean concerning all matters which relate to internal academic affairs of the College or School concerned.
 - d. The Dean of each College or School shall be the presiding officer of the executive committee. Each executive committee shall also have a secretary who may be either appointed by the Dean or elected by the membership. The secretary shall keep and disseminate minutes, notify members of meetings, and attend to executive committee correspondence.
 - e. Each executive committee shall meet at least three times each six month period. Additional meetings may be called at any time by the Dean or by petition by twenty percent of the executive committee membership. A simple majority of the membership shall constitute a quorum. Meetings shall be open, except when the Dean and/or a majority of the members votes to conduct its business in executive session. Faculty, administrators, and students of the College or School shall be given the opportunity to place an item on the agenda provided such a request is submitted to the secretary at least one week before the meeting.
7. The faculty of each College or School shall consist of all who conduct courses within that College or School, and specifically for its students, even though they may be members of departments belonging to other administrative units.

B. Academic Departments

1. A department is an administrative division within a College or School consisting of faculty members engaged in educational and/or research pursuits under the direction of a Chair. A faculty member may be a member of more than one department in which case one department shall be designated primary, and the faculty member shall serve under the primary direction of this departmental Chair. Joint appointments shall be arranged by the appropriate Deans with the approval of the appropriate Academic Vice President(s).
2. The Dean of each College or School of the University shall be empowered to establish, discontinue, combine, or reorganize departments with the prior review and comment of the executive committee of the College or School concerned and the approval of the appropriate Academic Vice President.
3. Departments which provide courses in Colleges and Schools other than the one to which they belong shall be governed by the following regulations:
 - a. They shall be responsible for providing the staff that is necessary and the specific types of courses requested by the Dean. They shall conform to administrative procedures which may differ in some details from those of the College or School to which they belong.
 - b. In all cases in which a Dean wishes to request cooperation of departments not belonging to the Dean's College or School, the Dean shall, in sufficient time before preparation of schedules, approach the Dean of the College or School to which such departments belong, who, in turn, will relay the request to the Chair of the department in question. In the case of the School of Law, such requests shall be relayed to the appropriate Committee Chair.
 - c. Differences which may arise among the Colleges and Schools shall be resolved at the vice presidential level.
4. The faculty of each department shall consist of all who conduct courses within that department and specifically for its students even though they may be members of departments belonging to other administrative units.

Section 2

Academic Administrative Personnel

A. Academic Deans

Shall be Deans of the Colleges of Arts and Sciences, Business Administration, University College and Summer Sessions, and of the Graduate School, the Schools of Dentistry, Law, Medicine, Nursing, and Pharmacy and Health Professions.

1. Deans of Colleges and Schools with Faculties:

- a. Shall exercise general executive responsibility under the appropriate Academic Vice President for the broad educational policies, programs, and procedures of the College or School under the jurisdiction of the Dean.
- b. Shall be, ex officio:
 - i. Member and Chair of the appropriate executive committee
 - ii. Member of the Academic Council
- c. Shall preside at faculty meetings of the College or School. At least one meeting shall be held each semester.
- d. Shall be empowered to appoint standing or temporary faculty committees.
- e. Shall recommend to the President, through the appropriate vice president, faculty appointments, promotions, grants of tenure and dismissals. In the evaluations preceding such recommendations, the Dean shall consult the Chair and full-time faculty of the department concerned. When a faculty member of a given department serves more than one department, the Dean shall consult the Chair of the other department(s) concerned. If more than one College or School is served by a faculty member, the appropriate vice president(s) shall consult the respective deans before forwarding the recommendation to the President. The terms of appointment to the faculty will be stated or confirmed in a written agreement executed by the President, or a legally qualified agent of the University empowered to act in the President's stead, and the faculty member.
- f. Shall forward evaluations of faculty members for promotion in rank and the awarding of tenure, after consultation with the appropriate Chair and the appropriate committee of the School or College, to the University Committee on Rank and Tenure through its Chair.
- g. Shall cooperate with the President and/or appropriate vice president in the preparation of the annual budgets and special reports.
- h. Shall submit an annual report to the appropriate vice president by July 31.

2. Dean of the Graduate School

- a. Shall be appointed by the President after consultation with the Vice Presidents for Academic Affairs and Health Sciences.
- b. Shall exercise general executive responsibility under the Vice President for Academic Affairs for the broad educational policies, programs, and procedures of the Graduate School, and shall be responsible for the establishment, coordination, and implementation of Graduate School objectives, goals, and programs.
- c. Shall be, ex officio:
 - i. Member and Chair of the Graduate Board
 - ii. Member of the Academic Council
 - iii. Member of the Committee on Rank and Tenure
- d. Shall be responsible for the designation of the Graduate School faculty, for planning and developing graduate programs, and for graduate student admissions and student assistantship appointments.
- e. Shall deal directly with departmental Chairs and/or program directors concerning schedules, faculty assignments, projected and existing graduate programs, and other types of participation in the work of the Graduate School. In the initiation of new graduate programs, or modification of existing programs, and in matters affecting faculty assignments and manpower, the Graduate Dean shall undertake prior consultation with the appropriate dean before approaching the responsible Chair.
- f. Shall submit by July 31 of each year, an annual report to the Vice President for Academic Affairs and shall cooperate with the President and/or appropriate vice president in the preparation of other reports and the annual budgets.

3. Dean of University College and Summer Sessions

- a. Shall be appointed by the President of the University and shall be directly responsible to the Vice President for Academic Affairs.
- b. Shall exercise general executive responsibility under the Vice President for Academic Affairs for the broad educational policies, programs, and procedures pertaining to University College and Summer Sessions, and shall be responsible for the establishment, coordination, and implementation of University College and Summer Sessions' objectives, goals, and programs.
- c. Shall cooperate with appropriate University administrators and

faculty in the establishment, coordination, and implementation of special academically related programs.

- d. Shall be, ex officio:
 - i. Chair of the Summer Sessions Advisory Committee
 - ii. Member of the Academic Council
- e. Shall be responsible for the designation of University College and Summer Sessions faculty and for planning and developing programs for University College and Summer Sessions.
- f. Shall be empowered to deal directly with departmental Chairs and/or program directors concerning schedules, faculty assignments, projected and existing summer programs, and other types of participation in the work of University College and Summer Sessions. In the initiation of new programs or modification of existing programs, and in matters affecting faculty assignments and manpower, the Dean shall undertake prior consultation with the appropriate dean before approaching the responsible Chair.
- g. Shall submit by October 31 of each year, an annual report to the Vice President for Academic Affairs, and shall cooperate with the President and/or appropriate vice president in the preparation of other reports and the annual budget.

4. Selection and Appointment of Deans

The President shall appoint a Dean's Nominating Committee. The committee will normally be composed of two members elected by the executive committee of the College or School concerned from among their own number, three members elected by the faculty of the College or School, two students elected by the appropriate student professional organization if one exists, or otherwise by the Creighton Students Union from the appropriate School or College, and two at-large members appointed by the President from outside the College or School. The President may appoint two additional at-large members so as to provide for involvement by affiliated institutions and by the College or School alumni advisory council.

5. Review of Deans

A performance review of the Dean shall be conducted once every three years, in accordance with the bylaws of each School or College. Ordinarily, a Dean should not serve more than ten years.

B. Departmental Chairs

1. There shall be a Chair for each organized academic department of the University who shall be responsible for the administration of the department under the Dean of the College or School to which it belongs.
2. Deans shall appoint departmental Chairs. The manner of selection and evaluation will vary as determined by the needs of the organizational unit concerned. In general, the Dean shall seek the advice and counsel of the departmental faculty concerned in selecting candidates for the Chairmanship, but the procedures by which this is done should be determined by each College or School. In addition to the foregoing provisions, the selection and appointment of a Chair shall be in conformity with the relevant sections of whatever formal agreements may exist between Creighton University and other organizations with which the University is affiliated for certain joint programs.
3. An appointment to Chair of a department shall normally be for three years, with reappointment normally limited to no more than two additional successive three-year terms.
4. The policies, procedures, and programs of the department shall be established and conducted by consultation and discussion between the Chair and its members in accordance with procedures established by the College or School. The Chair shall have responsibility under the Dean concerning departmental policies, programs, procedures, and regulations insofar as these do not conflict with general University policies and the policies of other departments, Colleges, or Schools.
5. In the exercise of normal administrative responsibilities, the departmental Chair shall:
 - a. Demonstrate leadership in encouraging excellence in teaching and service and in the promotion of research in the department.
 - b. Supervise faculty activities and assist the Dean in recruiting and developing faculty in the department.
 - c. Make recommendations to the Dean concerning salary, promotion, and dismissal of faculty and staff of the department.

ARTICLE III

Section 1

The University Faculty: Definition

A. Membership

The University faculty shall consist of the following categories: (1) Teaching-Research Faculty, (2) Clinician-Educator Faculty, (3) Resident Faculty, (4) Adjunct Faculty, (5) Special Faculty, (6) Contributed-Service Faculty, (7) Visiting Faculty, (8) Emeritus Faculty, and (9) University Professors. The Dean of the appropriate College or School recommends such faculty members to the President who makes

the appointments of such faculty members in writing. Such duly appointed faculty members who accept such appointment shall do so in writing. Such appointments shall clearly express in writing: (a) the category (as listed above and defined below), (b) eligibility for benefits, (c) the rank (as appropriate to the category) and the discipline(s) (with primary area, and secondary area(s), if any), (d) the track (tenure or non-tenure, as appropriate) and any special duties and/or conditions of appointment. Special conditions of appointment may not remove rights and benefits provided for in the *Faculty Handbook*. Each School or College may use any or all of the faculty designations contained herein, as appropriate. No titles other than those contained herein shall be used. Conditions of appointment shall not be altered except by mutual consent.

1. Teaching-Research Faculty

a. Definition

The Teaching-Research Faculty are full-time faculty members engaged in teaching, research and service, and, if appropriate to the appointment, clinical activity.

b. Eligibility for Benefits

Teaching-Research Faculty members shall be eligible for benefits, regardless of the source of their compensation or any other consideration.

c. Rank and Discipline(s)

Teaching-Research Faculty members, regardless of track, shall be designated by the unmodified titles of Instructor, Assistant Professor, Associate Professor and Professor of (discipline).

d. Tracks

The initial choice of track shall be agreed upon by the prospective faculty member and the Chair, with the final decision, at the time of hiring, resting with the Dean. The Teaching-Research Faculty shall have the following tracks.

(1) Tenure Track

Full-time Teaching-Research faculty members with teaching, research, service and, if appropriate to the appointment, clinical activity, shall normally be appointed in the tenure track, and this shall be clearly specified in their letter of appointment.

(2) Non-Tenure Track

Full-time Teaching-Research Faculty members in the

clinical areas of the Schools of Dentistry, Medicine, Nursing, and Pharmacy and Health Professions who perform teaching, research, service and, if appropriate to the appointment, clinical activity at Creighton University and formally related institutions, may be appointed to the Non-Tenure Track, and this shall be clearly specified in their letter of appointment. The percent of all categories of full-time faculty that may occupy Non-Tenure Track positions in the Schools of Dentistry, Medicine, Nursing, and Pharmacy and Health Professions shall be decided by the respective School's faculty; however, no more than 25% of any School's full-time faculty shall occupy Non-Tenure Track positions. Non-Tenure Track faculty may be given renewable contracts of one to five years' duration, as recommended by the Dean and Executive Committee of the appropriate School or College and approved by the President.

(3) Change of Track

The assignment of track for each faculty member is made at the time of initial appointment. A change of track of a non-tenured faculty member may only be made at the request of that faculty member when circumstances change sufficiently enough to warrant such a change; examples include, but are not limited to, the following:

- (a) there is a substantial change of responsibility and the University's expectation of the faculty member; or
- (b) there is a change of funding source for the faculty member so that the University either becomes or ceases to be the primary source of salary for the faculty member.

Written approvals of the Executive Committee of the appropriate School, the Dean, the Vice President, and the President are required for such a change of track. The normal seven-year limit on probation in tenure-track positions includes all service while appointed in any Creighton University tenure-track position, whether continuous or not.

e. Policies

(1) Tenure Track

After initial appointment of faculty to the tenure-track of the Teaching-Research Faculty, such faculty members shall be within the University's tenure, non-reappointment, dismissal, termination and promotion policies.

(2) Non-Tenure Track

After initial appointment to the Non-Tenure Track of the Teaching-Research Faculty, such faculty members shall be outside the University's tenure, non-reappointment, dismissal and termination policies, but shall be subject to the University's promotion policies.

2. Clinician-Educator Faculty

a. Definition

The Clinician-Educator Faculty are full-time faculty members in the Schools of Dentistry, Medicine, Nursing and Pharmacy and Health Professions who are engaged primarily in clinical teaching and the provision of clinical services, as defined in their original letter of contract or as amended by mutual agreement.

b. Eligibility for Benefits

Clinician-Educator Faculty members shall be eligible for benefits, regardless of the source of their compensation or any other consideration.

c. Rank and Discipline(s)

Clinician-Educator Faculty members, regardless of track, shall be designated by the unmodified titles of Instructor, Assistant Professor, Associate Professor and Professor of (discipline).

d. Tracks

The initial choice of track shall be agreed upon by the prospective faculty member and the Chair, with the final decision, at the time of hiring, resting with the Dean. The Clinician-Educator Faculty shall have the following tracks.

(1) Tenure Track

Full-time Clinician-Educator Faculty members shall normally be appointed in the tenure track, and this shall be clearly specified in their letter of appointment.

(2) Non-Tenure Track

Full-time Clinician-Educator Faculty members in the clinical areas of the Schools of Dentistry, Medicine, Nursing, Pharmacy and Health Professions, and clinical members of the College of Business Administration who

perform specified, teaching, research, service and clinical activity at Creighton University and at formally related institutions, may be appointed to the Non-Tenure Track, and this shall be clearly specified in their letter of appointment. The percent of all categories of full-time faculty that may occupy Non-Tenure Track positions in the Schools of Dentistry, Medicine, Nursing, Pharmacy and Health Professions, and clinical members of the College of Business Administration shall be decided by the respective College's/School's faculty; however, no more than 25% of any College's/School's full-time faculty shall occupy Non-Tenure Track positions. Non-Tenure Track faculty may be given renewable contracts of one to five years' duration, as recommended by the Dean and Executive Committee of the appropriate School or College and approved by the President. No one in the College of Business Administration may exercise this option after June 1, 2013.

(3) Change of Track

The assignment of track for each faculty member is made at the time of initial appointment. A change of track of a non-tenured faculty member may only be made at the request of that faculty member when circumstances change sufficiently enough to warrant such a change; examples include, but are not limited to, the following:

- (a) there is a substantial change of responsibility and the University's expectation of the faculty member; or
- (b) there is a change of funding source for the faculty member so that the University either becomes or ceases to be the primary source of salary for the faculty member.

Written approvals of the Executive Committee of the appropriate School, the Dean, the Vice President, and the President are required for such a change of track. The normal seven-year limit on probation in tenure-track positions includes all service while appointed in any Creighton University tenure-track position, whether continuous or not.

e. Policies

(1) Tenure Track

After initial appointment of faculty to the tenure-track of the Clinician-Educator Faculty, such faculty members shall be within the University's tenure, non-reappointment, dismissal,

termination and promotion policies.

(2) Non-Tenure Track

After initial appointment to the Non-Tenure Track of the Clinician-Educator Faculty, such faculty members shall be outside the University's tenure, non-reappointment, dismissal and termination policies, but shall be subject to the University's promotion policies.

3. Resident Faculty

a. Definition

The Resident Faculty are temporary full-time faculty members compensated by the University who perform University teaching, research, service and, if appropriate to the position, clinical activity. These faculty members shall normally receive one-year appointments. No Resident Faculty members shall be eligible for reappointment if such an appointment would extend their total consecutive years of service to more than three years.

b. Eligibility for Benefits

Resident Faculty members shall be eligible for benefits.

c. Rank and Discipline(s)

Resident Faculty members shall have the ranks of Resident Instructor, Resident Assistant Professor, Resident Associate Professor, or Resident Professor of (discipline).

d. Tracks

There is no tenure-track option for Resident Faculty.

e. Policies

Resident Faculty members are outside the University's tenure, non-reappointment, dismissal, and termination policies. All appointments to and promotions within this faculty category shall be recommended by the Dean to the President who shall make the decision regarding approval of such a recommended action.

4. Adjunct Faculty

a. Definition

The Adjunct Faculty are continuing part-time faculty members compensated by the University who perform University teaching,

research, service and, if appropriate to the position, clinical activity. These faculty members shall normally receive one-year appointments which may be renewed, shall perform duties equal to or more than 50% but less than 75% of the workload of full-time faculty, and shall have their agreed-upon workload percentage clearly specified in their letter of appointment.

b. Eligibility for Benefits

Adjunct Faculty members shall be eligible for benefits.

c. Rank and Discipline(s)

Adjunct Faculty members shall have the ranks of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor of (discipline).

d. Tracks

There is no tenure-track option for Adjunct Faculty.

e. Policies

Adjunct Faculty members are outside the University's tenure, non-reappointment, dismissal, and termination policies. However, Adjunct Faculty members shall have normal recourse to the University's grievance and academic freedom procedures. All appointments to and promotions within this faculty category shall be recommended by the Dean to the President who shall make the decision regarding approval of such a recommended action.

5. Special Faculty

a. Definition

The Special Faculty are part-time faculty members, compensated by the University, who perform University teaching, research, service and, if appropriate, clinical activity. These faculty members shall perform duties at less than 50% of the workload of full-time faculty, and shall have their agreed-upon workload percentage clearly specified in their letter of appointment.

b. Eligibility for Benefits

Special Faculty members shall not be eligible for benefits.

c. Rank and Discipline(s)

Special Faculty members shall have the ranks of Lecturer and Assistant Instructor.

d. Tracks

There is no tenure-track option for Special Faculty.

e. Policies

Special Faculty members are outside the University's tenure, non-reappointment, dismissal, and termination policies. However, Special Faculty members shall have normal recourse to the University's grievance and academic freedom procedures. All appointments to and promotions within this faculty category shall be recommended by the Dean to the President who shall make the decision regarding approval of such a recommended action.

6. Contributed-Service Faculty

a. Definition

Contributed-Service Faculty are faculty in the Schools of Dentistry, Medicine, Nursing, Pharmacy and Health Professions, who instruct on a part-time basis in the professional programs without compensation from the University, other than occasional honoraria and approved expense reimbursement. Such faculty may agree to provide, for compensation, separate additional services requested by the University. In such instances a written document, which must be signed by the President and the faculty member, shall describe the additional services and the compensation to be paid to the faculty member for the additional services.

b. Eligibility for Benefits

Contributed-Service Faculty shall not be eligible for benefits.

c. Rank and Discipline(s)

Contributed-Service Faculty members shall have the ranks of Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor of (discipline).

d. Tracks

There is no tenure-track option for Contributed-Service Faculty.

e. Policies

Contributed-Service Faculty members are outside the University's tenure, non-reappointment, dismissal, and termination policies. All appointments to and promotions within this faculty category shall be recommended by the Dean directly to the Vice President

for Health Sciences who shall make the decision regarding approval of such a recommended action.

7. Visiting Faculty

a. Definition

Visiting Faculty are faculty members who retain an appointment and academic rank at another (home) institution of higher education and who leave that institution for a stipulated period of time to engage in teaching, research, service or, if appropriate to the position, clinical activity at Creighton University.

b. Eligibility for Benefits

Visiting Faculty members shall have their benefits status established at the time of appointment, with either the home institution or the University providing benefits as agreed.

c. Rank and Discipline(s)

Visiting Faculty members shall have the title of Visiting preceding the rank and discipline held at their home institution.

d. Tracks

There is no tenure-track option for Visiting Faculty

e. Policies

Visiting Faculty members shall be recommended by the Dean of the appropriate School or College to the President. Visiting Faculty are outside the University's tenure, non-reappointment, dismissal, termination, and promotion policies.

8. Emeritus Faculty

a. Definition

The Emeritus Faculty are faculty members from the Teaching-Research, Clinician-Educator, Adjunct Faculty or Contributed-Service Faculties, or University Professors, who have retired and have been designated Emeritus by the President.

b. Eligibility for Benefits

Emeritus Faculty members shall not be eligible for benefits, except as specifically set forth in the Benefits Section (section IV) of the

Faculty Handbook and elsewhere.

c. Rank and Discipline(s)

Emeritus Faculty members shall retain the title they held at the time of retirement with the word “Emeritus” inserted between their previous rank indicator and their discipline indicator. (For example: Associate Professor Emeritus of Theology).

d. Tracks

There is no tenure-track option for Emeritus Faculty.

e. Policies

Except as specifically set forth elsewhere, Emeritus Faculty members are outside the University's tenure, non-reappointment, dismissal, termination, and promotion policies.

9. University Professors

a. Definition

University Professors shall consist of those full-time tenured faculty members who, in recognition of many years of outstanding service to Creighton University and to the larger academic community, no longer are required to perform routine faculty assignments, so that they may devote their full efforts to other academic pursuits.

b. Eligibility for Benefits

University Professors shall retain the benefits level held at the time of their designation as University Professors until such time as their contractual status with the university shall cease.

c. Rank

University Professors shall retain the rank held at the time of their designation as University Professors, unless promoted in accordance with Rank and Tenure policies.

d. Tracks

University Professors are, by definition, tenured.

e. Policies

Such teaching, research, and service as University Professors may

perform shall conform to the policies of the School or College in which they are appointed. Such appointments, including the terms thereof and assignments involved, shall be made directly by the President. University Professors are not within the University's tenure, non-reappointment, dismissal, termination, and promotion policies with respect to their service as University Professors, but are within such policies with respect to the tenured appointments they held at the University prior to their appointments as University Professors.

10. Retirement

Effective January 1, 1994, there is no mandatory retirement for faculty or other employees. For retirement purposes, the academic year is defined as August 20 to the following August 19.

Retirement does not connote the severing of all personal and scholarly ties between retired faculty and the University community. Retired faculty are a valued and valuable social and scholarly resource. Retired faculty will normally be invited to University social and academic events. In addition, retired faculty members shall, for the convenience of the faculty member and the University, be afforded library and study privileges by the appropriate academic administrator. By mutual agreement between the University and the faculty member, the faculty member may extend service to the University beyond the retirement age on a year-to-year basis. At least twelve months before the expiration of an appointment, notice of intent or nonrenewal of contract shall be given to retired faculty, including Professors Emeriti, who after full-time service to the University have been retained on a year-to-year basis at full-or part-time salary.

B. Workload

Each College and School shall make available in writing a statement of what constitutes a 50% workload for faculty members in the respective College or School. The University Committee on Rank and Tenure shall make available in writing Guidelines and Point Scales consistent with the definitions of faculty set forth in this *Faculty Handbook*.

C. Officers of Academic Administration

Faculty members may also hold particular positions which make them Officers of Academic Administration. These positions are designated by the titles of President, Vice-President, Associate Vice President, Assistant Vice President, Dean, Associate Dean, Assistant Dean or other qualifiers attached to the titles of Dean or Vice President. Holding such a title does not of itself grant faculty membership on the holder.

D. Elections

When the Statutes require or refer to elections, faculty representation, or faculty

membership or the like on the Academic Council or Committee, the persons eligible to run for election or to vote in an election shall include only members of the full-time Teaching-Research Faculty and Clinician-Educator faculty and shall exclude officers of academic administration, unless otherwise specifically provided.

Section 2

The University Faculty: Organization

A. Faculty Convocation

The President may, from time to time, convoke the whole faculty of the University. Such Faculty Convocations will provide a forum for the presentation and explanation of administrative decision and for a free exchange of ideas in matters of concern to the University community.

B. President of the University Faculty

The President of the University Faculty shall be a full-time tenured member of the teaching and research faculty exclusive of officers of academic administration elected in the spring election for a two-year term at large by the full-time teaching and research faculty exclusive of officers of academic administration. The incumbent may be elected to a second consecutive term but is not eligible for a third consecutive term. The designated president-elect will be so until August 20 following the spring election, and in the interim shall attend meetings and assist the incumbent faculty president, but shall not have a vote during that time. The President of the University Faculty shall be ex officio a member of the Academic Council, a member of the Executive Committee of the Academic Council, a member and President of the Faculty Council, and Chair of the Committee on Committees. The President of the University Faculty shall, in recognition of the duties incumbent upon this position, receive a reduction in other duties equal to one-third of the normal workload.

C. Faculty Council

1. Membership

One faculty representative shall be elected for every fifteen, or major fraction thereof, of the full-time teaching and research faculty from each College or School of the University, exclusive of Deans, Associate Deans, and Assistant Deans. However, no College or School shall have fewer than two representatives on the Council, except the Graduate School and University College and Summer Sessions which do not have separate faculties. Such representatives shall be elected by secret ballot by the full-time teaching and research faculty of each School or College exclusive of officers of academic administration from the full-time teaching and research faculty of the particular College or School. These elections shall be held for each School or College during the month of March or April prior to the beginning of the term of office of the new members. These elections shall be conducted by the Committee on Committees. At least

half of such representatives shall be tenured. Representatives shall serve staggered three-year terms. An elected member may serve two consecutive terms for a total of six years of service. After this time the member is ineligible for election to the Council for a period of one term or three years. The term of office shall begin on August 20 following the spring elections.

2. Meetings

The Faculty Council will meet independently before each meeting of the Executive Committee of the Academic Council. The meetings of the Faculty Council will be chaired by the President of the University Faculty or by his or her delegate. The Faculty Council, as an integral part of the Academic Council, shall make recommendations to the Council, and shall enter its minutes at Academic Council meetings as the Report of the Faculty Council. This report will then become part of the minutes of the Academic Council itself and be distributed with them.

3. Secretary of the Faculty Council

The Faculty Council shall elect a Secretary from its members. The Secretary will be responsible for scheduling and calling meetings of the Faculty Council in consultation with the President of the University Faculty. The Secretary shall call meetings of the Council before each meeting of the Executive Committee of the Academic Council. The Secretary shall take minutes of Faculty Council meetings and enter these minutes at the following Academic Council meeting as the Report of the Faculty Council. The Secretary of the Faculty Council shall be, ex officio, a member of the Executive Committee of the Academic Council. The Secretary of the Faculty Council shall, in recognition of the duties incumbent upon this position, receive a reduction in other duties equal to one-third of the normal workload.

D. Academic Administrators' Council

1. Membership

Membership on the Academic Administrators' Council shall consist of the following: the President, the Vice President for Academic Affairs, the Vice President for Health Sciences, and the Dean of each of the Colleges and Schools shall be members ex officio.

E. Academic Council

1. Membership

Membership on the Academic Council shall consist of the following:

- a. The members of the Faculty Council.
- b. The members of the Academic Administrators' Council.

- c. The General Counsel or the General Counsel's designee shall be a non-voting member of the Academic Council and shall offer advice and counsel but shall not take an active role in the substantive matters under consideration in the body.

2. Attendance

An elected member of the Academic Council, the Faculty Council, a standing committee or a presidential committee who fails to attend a meeting of those bodies shall be reminded of this absence by the Secretary of the Council or the Chair of the committee concerned. An elected member who, without excuse, misses two consecutive meetings of the relevant bodies shall by that absence indicate a desire to resign. The Chair of each committee will report this fact to the Committee on Committees which will proceed in accordance with the Statutes. Unexcused absence from the Faculty Council or the Academic Council will be defined as the failure of an elected representative personally to attend a meeting of the Council, or to arrange the attendance of a voting proxy from the faculty. The Secretary of the Council will review the attendance of elected members to the Council monthly to determine whose absences have indicated a desire to resign from the Council in accordance with the Statutes.

3. Secretary of the Academic Council

The Secretary of the Academic Council shall be elected by the Council and shall maintain membership rolls, keep minutes of the meetings, disseminate copies of the minutes to all members of the University faculty, publicize the agenda and oversee the election of the President of the University Faculty. The Secretary of the Academic Council, if a member of the University faculty, shall, in recognition of the duties incumbent upon this position, receive a reduction in other duties equal to one-third of the normal workload.

4. Duties

- a. The Academic Council will provide an opportunity for a free exchange of ideas in matters of concern to the University Community. It will also provide a forum for the presentation and explanation of administrative decisions and for the presentation of faculty advice and counsel to the administrative officers of the University.
- b. The Academic Council will advise the President in academic matters, and shall participate in the selection of all-University administrators as provided in these Statutes.
- c. The Academic Council, through its committees, shall advise the academic officers of administration concerning academic and

faculty matters. These shall include University-wide faculty standards and policies; matters of faculty appointment, promotion, rank and tenure; curricular matters involving interschool offerings or cooperation, and major curricular changes within individual Colleges and Schools to the extent that they may affect other Schools.

- d. Although each standing committee of the Council will normally give its advice and counsel directly to the appropriate University administrator, or will take whatever other action may be appropriate to its mission, and will normally do so without the necessity of first reporting to the Academic Council, both standing and presidential committees will make an annual report to the Council summarizing their work. Any committee impeded in what it considers to be its proper function may appeal to the Executive Committee of the Academic Council.
- e. Presidential committees may in addition be asked to make occasional reports to the Academic Council. Whenever the recommendations of any committee result in substantial changes which might affect the well-being of any segment of the University community, such recommendations may, with the approval of the President, be presented to the Council for discussion and advice.
- f. The Academic Council shall have the power to create ad hoc committees, and to appoint their members.

5. Meetings

- a. Meetings of the Academic Council will be chaired by the President of the University. In the President's absence, the chairing of meetings shall be shared on a rotating basis between the President of the University Faculty and the Vice President for Academic Affairs and the Vice President for Health Sciences. The Academic Council will meet monthly during the academic year. A quorum shall consist of a majority of the members. Meetings will be open to the members of the University faculty, except when a majority of the Council members present votes to go into executive session.
- b. Any member of the Council may place an item on the agenda provided such information is submitted to the Executive Committee at least fifteen days prior to the meeting. A copy of the agenda shall be sent to all faculty members at least three days prior to regularly scheduled meetings.
- c. The agenda for meetings of the Academic Council shall include the following items:
 - 1. Approval of minutes
 - 2. Committee Reports

3. Report by the President of disposition of actions recommended at the previous meeting
 4. Report of Faculty Council
 5. Old business
 6. New business
- d. To allow for adequate faculty input, all recommended actions involving substantial changes will normally be deliberated by the Academic Council for two meetings before being accepted or rejected. Thus, a first reading and deliberation at one meeting would be followed by final action at a subsequent meeting.
 - e. Recommendations for statute revision shall require a two-thirds vote of the whole Council.
 - f. A roll-call vote may be required by a one-fifth vote of those present at a meeting.
 - g. A parliamentarian shall be appointed to assist the Chair in conducting all meetings according to *Robert's Rules of Order*.

6. Executive Committee

- a. The Executive Committee shall consist of the President, Vice President for Academic Affairs, Vice President for Health Sciences, Secretary of the Academic Council, President of the University Faculty, Secretary of the Faculty Council and one member from each college and school to be elected from and by the representatives of the teaching and research faculty on the Faculty Council. The Secretary of the Faculty Council will be the representative of his or her college or school. These members shall be elected annually for one-year terms. The presiding officer shall be the President or the President's delegate.
- b. The duties of the Executive Committee shall be:
 - i. To schedule meetings of the Academic Council and prepare agenda for the meetings.
 - ii. To take interim action for the Council between regularly scheduled meetings.
 - iii. To recommend to the Council the establishment and dissolution of standing and ad hoc committees.
 - iv. To review periodically procedures of standing committees and submit these procedures to the Council for approval.
 - v. To review annual reports of standing and ad hoc committees and make recommendations to the Council

concerning committee activities.

F. Standing Committees of the Council

Except as otherwise specifically provided in these Statutes, the following will pertain to elections for members of Standing Committees of the Council. Election will be held annually in the spring semester for all committees on which a vacancy exists or will exist by the beginning of the fall semester next following. Members of these committees may be re-elected for one subsequent term, after which time they will be ineligible for election to that committee for one term or three years.

Terms of office shall commence on August 20 following the spring elections and will continue for the designated term until the committee member's successor takes office.

Vacancies on the Committee on Rank and Tenure, the Committee on Academic Freedom and Responsibility, the Faculty Grievance Committee and the Committee on Faculty Dismissals must be filled. Vacancies on other committees shall be filled only upon the request of the committee.

Vacancies on the Committee on Rank and Tenure shall be filled by the President of the University from nominees selected by the committee from among faculty members from the school or college who have previously served on that committee. In the event that no one who has previously served on that committee is available to fill a vacancy, the Committee on Rank and Tenure shall submit to the President the names of other nominees from the school or college who meet the criteria for membership to fill that vacancy. Vacancies on the Committee on Academic Freedom and Responsibility, the Faculty Grievance Committee and the Committee on Faculty Dismissals shall be filled by the Chairman of the Committee on Committees, after consultation with the respective committee, from among the faculty who are on the alternate list of the Committee on Faculty Dismissals. Vacancies on other committees shall be filled by the President of the University from among candidates selected by the committee.

1. Committee on Rank and Tenure

a. Purpose:

The University Committee on Rank and Tenure shall be a peer review committee which shall concern itself with the maintenance and development of faculty competence, and with recommending the establishment and maintenance of University-wide standards for attaining rank and tenure. It shall review all applications for grants of tenure and/or promotion to the ranks of Associate Professor and Professor other than those granted at initial appointment. It shall review dossiers forwarded to it from the Colleges and Schools concerning conferral of tenure and advancement in rank in accordance with the provisions of Section G.6 below. After such review, it shall make recommendations to

the President of the University favoring or opposing conferral of tenure or advancement in rank. The Committee shall make all its recommendations to the President of the University, together with its vote and the reasoning for its recommendations, in writing. The Committee shall send a copy of such recommendations to the Vice President of Academic Affairs and to the Vice President for Health Sciences.

b. Membership:

i. Members

The Committee shall consist of twelve (12) members: The Vice President for Academic Affairs, the Vice President for Health Sciences, and the Dean of the Graduate School, ex officio, and nine (9) members of the tenured faculty at the rank of Associate Professor or above. The nine faculty members shall be elected by the faculty at large as follows: two (2) from the College of Arts and Sciences, two (2) from the School of Medicine (one from clinical and one from basic medical sciences), and one (1) each from the College of Business Administration, the School of Dentistry, the School of Law, the School of Nursing and the School of Pharmacy and Health Professions. Members shall be elected for three-year terms at staggered intervals.

ii. Chair

The Chair of the University Committee on Rank and Tenure shall be elected by the Committee at its first meeting following the first day of the fall semester each year. Only members who have already served for one year on the Committee shall be eligible. The Chair may designate an Acting Chair for any meeting.

iii. Conflicts of Interest

If the case of a Committee member is initiated for promotion or tenure review, the member must take a leave of absence from the Committee for the academic year in which the case will be considered. Such a vacancy shall be filled in accordance with Section III G.5.a.ii.E) of the *Faculty Handbook*. If the case of any Faculty member is referred to the Committee over whom any member of the Committee has a direct supervisory relationship, or if any members of the Committee have any other actual or perceptual conflict of interest, those Committee members may be asked by the Committee to answer specific questions, and then shall leave the proceedings for the duration of the deliberations on that case. Such an absence

shall not constitute a vacancy. Each candidate shall be allowed one (1) preemptory challenge which shall not count as a vacancy.

iv. Confidentiality

By accepting membership on the University Committee on Rank and Tenure, each member agrees to refrain from discussing the cases brought before the Committee outside formal Committee sessions, except with other Committee members, or as otherwise duly directed.

v. Vacancies

Vacancies on this Committee shall be filled according to the Creighton *University Statutes*, Article III, Section 2.F.

vi. Quorum

Two thirds of the voting members of the University Committee on Rank and Tenure who are not excused for conflict of interest or by challenge shall constitute a quorum.

vii. Voting

All votes on tenure and/or promotion shall be by secret ballot.

viii. Exclusion on membership

No member of the University Committee on Rank and Tenure shall serve in the same academic year on a College or School Committee on Rank and Tenure.

2. Committee on Academic Freedom and Responsibility

a. Purpose:

- i. The Committee shall hear reports on grievances related to questions of academic freedom and responsibility and seek to settle the matter by informal methods. The Committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The committee shall seek to bring about a settlement of the issues satisfactory to the parties. If in the opinion of the Committee such a settlement is not possible, the Committee will report its findings and recommendations to the petitioner and to the appropriate

administrative officer.

- ii. The Committee shall make recommendations to the President for revision of the statement of faculty responsibility and conduct informal inquiries into violations thereof.

b. Membership:

- i. Three members shall be elected by the faculty from among the tenured faculty for three-year terms at staggered intervals. Chairs, Division Heads, and Directors of Centers and Institutes are not eligible for election.
- ii. Members shall elect the Chair.
- iii. For vacancies on this or any standing committee, see Statutes, Article III, Section 2.F.

c. Meetings:

Meetings shall be held upon the written petition of an aggrieved person or upon call of the Chair.

3. Faculty Grievance Committee

a. Purpose:

The Committee shall hear reports on faculty grievances not related to questions of academic freedom or dismissals. The Committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof.

The Committee shall seek to bring about a settlement of the issues satisfactory to the parties. If in the opinion of the Committee such a settlement is not possible, the Committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer.

b. Membership:

- i. Three members shall be elected by the faculty from among the tenured faculty for three-year terms at staggered intervals. Chairs, Division Heads, and Directors of Centers and Institutes are not eligible for election.
- ii. The members shall elect the Chair.
- iii. For vacancies on this or any standing committee, see

Statutes, Article III, Section 2.F.

c. Meetings:

Meetings shall be held upon the written petition of a faculty member who has a grievance, or at the call of the Chair.

4. Committee on Faculty Dismissals

a. Purpose:

This Committee shall, in accordance with standards set down in the *Faculty Handbook*, hear and make recommendations in cases of faculty dismissals.

b. Membership:

- i. Five members shall be elected by the faculty from at least three Schools or Colleges, and fifteen alternates shall be elected by the faculty for three-year terms at staggered intervals. No College or School shall be represented by more than four alternates. Deans, University Officers, Chairs, Division Heads, Directors of Centers and Institutes, and non-tenured faculty are not eligible for election.
- ii. Members shall elect the Chair.
- iii. For vacancies on this or any standing committee, see Statutes, Article III, Section 2.F.

c. Meetings:

Meetings shall be held upon the written petition of the faculty member concerned, or at the call of the Chair.

5. Committee on Committees

a. Purpose:

The purpose of this Committee shall be to nominate members of the faculty for election to the Faculty Council to all standing committees of the Academic Council and for membership on presidential committees.

b. Membership:

- i. There shall be seven members with one member from each College and School elected at large for staggered three-year terms by the faculty from among its members. Members may not be elected for two successive terms.

ii. The President of the Faculty Council will serve ex officio as Chair.

c. Procedures:

In preparation for the spring elections the Chair of the Committee shall issue and advertise widely through the faculty a call for volunteers to serve on these committees. The Committee will prepare its roster of nominees from such volunteers and from all other eligible persons as it sees fit. The Committee will seek competent candidates without placing excessive burdens on any individual, recognizing however, that there is no prohibition on individuals serving on more than one committee. The Committee on Committees will strive to place on its roster more names for each position than are actually required so that the faculty may have a choice. Faculty members may, nevertheless, make write-in nominations.

d. Meetings:

Meetings shall be held upon the call of the Chair.

6. Committee on Faculty Handbook and the University Statutes

a. Purpose:

i. To receive and/or develop proposed revisions to the *Faculty Handbook*.

ii. To develop procedures for the orderly review and revision of the *University Statutes*.

iii. To receive and/or develop proposals for change in the Statutes and to make recommendations to the President for appropriate action.

iv. To maintain the *University Statutes* in current and operational form on a yearly basis.

v. To review the bylaws of each of the Colleges and Schools concerning their compatibility with these Statutes.

vi. To maintain compatibility between the *Faculty Handbook* and *University Statutes*.

b. Membership:

i. Three administrators shall be appointed by the President.

- ii. One member of the faculty shall be elected by the faculty-at-large from each of the Schools and Colleges, excluding the Graduate School and University College and Summer Sessions.
 - iii. Members shall serve three-year staggered terms.
 - iv. The Chair of the Committee shall be one of those members appointed by the President.
 - v. The Chair shall vote only in case of a tie.
- c. Procedures:
- The Committee will handle revisions to the *Faculty Handbook* and the *University Statutes* in accordance with the provisions of Article V of the Statutes.
- d. Meetings:
- The Committee on Faculty Handbook and University Statutes will meet at the call of the Chair, but at least once each semester, to consider amendments to the *Faculty Handbook* and to the *University Statutes*.

7. Board of Undergraduate Studies

- a. Purpose:
 - i. To review and advise on undergraduate matters that affect more than one college, school or independent program or otherwise cross the confines of a college or school.
 - ii. To serve as a forum for discussing the development, coordination, integration and improvement of undergraduate education.
 - iii. To formulate and recommend policy on matters pertaining to undergraduate education.
 - iv. To review established policies affecting undergraduate education.
 - v. To appraise periodically the quality of undergraduate education.
 - vi. To form appropriate *ad hoc* committees for effecting desirable changes or improvements in undergraduate education.

- vii. To formulate long-range academic plans for undergraduate education.
- viii. To forward recommendations of the Board of Undergraduate Studies to the Vice President for Academic Affairs and the Vice President for Health Sciences, as appropriate, who shall, in turn, forward such recommendations to the Academic Council.

b. Membership:

- i. The Deans of the College of Arts and Sciences, of the College of Business Administration, of the School of Nursing, of the School of Pharmacy and Health Professions, and of University College, or the Designees of these Deans, shall be members, ex officio.
- ii. The Director of Educational Opportunity Programs, the Director of Reinert Alumni Memorial Library, the Director of Student Retention, the Director of Admissions, or the Designees of these Directors, shall be members, ex officio.
- iii. The Registrar, or the Designee of the Registrar, shall be a member, ex officio.
- iv. The Vice President for Student Services, or the Designee of this Vice President, shall be a member, ex officio.
- v. Thirteen members of the tenured faculty shall be elected by the faculty for three-year terms at staggered intervals as follows: six (6) from the College of Arts and Sciences, with at least one member from each of the College's divisions (Humanities, Natural Sciences, Social Sciences, Professional Areas); three (3) from the School of Pharmacy and Health Professions, with one member from each of the School's divisions (Pharmacy, Occupational Therapy, Physical Therapy); two (2) members from the College of Business Administration; and two (2) members from the School of Nursing.
- vi. As new programs are developed, the Dean and two tenured faculty members of the school or college affected will be added to the Board.

c. Chair:

The Chair of the Board of Undergraduate Studies shall be elected by the Board at its first meeting following the first day of the fall semester each year. To the extent possible, only members who have already served for one year on the Board shall be eligible.

The Chair may designate an Acting Chair for any meeting.

d. Meetings:

The Board shall meet regularly, but at least three times each semester. The times of the meetings shall be established at the first meeting following the first day of the fall semester each year, but normally on the third Thursday of the month.

ARTICLE IV

Section 1

Presidential Committees

Presidential Committees are not Standing Committees of the Academic Council but are committees established by the President to aid and advise on various University matters. They report directly to the President. Except as otherwise specifically provided in these Statutes, the following will pertain to elections concerning members for Presidential Committees. Elections will be held annually in the spring semester for all committees for which a vacancy exists or will exist by the beginning of the fall semester next following. Members of these committees may be re-elected for one subsequent term, after which time they will be ineligible for election to that committee for one term or three years. Terms of office shall commence on August 20 following the spring elections and will continue for the designated term until the committee member's successor takes office.

Vacancies for elected members of Presidential Committees shall be filled by the President of the University from among candidates selected by the committee.

A. Financial Advisory Committee

1. Purpose:

- a. The Committee shall assist the President in reviewing the annual financial expenditures of the University, particularly as these expenditures touch on the academic programs of the various Schools and Colleges. While the total budget and capital expenditures of the University are the responsibility of the President and the financial officers, under the Board of Directors, it is the function of this Committee to offer information, suggestions, views, and comments on policy, which will ensure input from the academic community into the annual budget expenditures.
- b. The Committee shall offer to the President, at least once a year, suggestions leading to additional sources of income as well as increases in the regular sources of income to the University.

2. Membership:

- a. The Vice President for Financial Affairs, the Associate Vice President for Financial Affairs, and the Rector of the Jesuit

Community shall be members, ex officio.

- b. Four faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- c. Three students shall be elected by the Creighton Students Union.
- d. One alumnus/a, recommended by the National Alumni Board, shall be appointed by the President to a three-year term.
- e. One staff member shall be elected by the Staff Advisory Council for a three-year term.
- f. The Vice President for Financial Affairs shall serve as Chair, ex officio.

B. University Committee on Student Life Policy

1. Purpose:

The Committee on Student Life Policy shall be responsible for formulating policy as it relates to all aspects of student life not otherwise delegated. It serves in an advisory capacity to the President through the office of the Vice President for Student Services on all-University regulations as specified in the Student Handbook and makes terminal decisions on all other matters of student life policy.

2. Membership:

- a. The Vice President for Student Services or a designate, shall be a member, ex officio.
- b. Seven student members shall be elected by the Creighton Students Union for one-year terms. At least two of the students must be members of the Creighton Students Union Committee on Student Life Policy.
- c. Three faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- d. Two Student Services staff members shall be appointed by the Vice President for Student Services.
- e. One member of the Alumni Association, recommended by the National Alumni Board, shall be appointed by the President for a two-year term.
- f. The Vice President for Student Services or the Vice President's designate shall serve as Chair, ex officio.

3. Meetings:
 - a. The Committee shall meet at least once each semester and on call of the Chair.
 - b. A majority of the voting members shall constitute a quorum.

4. Emergency Provision:

In case it is impossible for the Chair to secure a quorum to conduct business, the Chair may appoint an ad hoc committee consisting of at least one faculty member, one student, and one student services administrator selected from committee membership.

C. Campus Planning Committee

1. Purpose:

- a. To review at least annually the current master plan of the University with the official Campus Planner and formulate updated plans based upon the changing reality of faculty, staff, and student needs and the resulting demands for additional office, parking, and recreation space.
- b. To relate facility usage and campus development to the priorities of academic planning.
- c. To plan for the most economical use of capital resources as they become available for physical improvements.
- d. To assure that the placement of facilities is aesthetically pleasing and functionally efficient.
- e. To review specific proposals for new facilities or major additions to or renovations of any of the University's facilities as proposed from time to time to the Chair of the Campus Planning Committee, such proposals, if approved, to be referred to the President for final decision.
- f. To serve as individuals on such subcommittees as are appointed by the Chair for planning specific improvements.

2. Membership:

- a. The Associate Vice President for Administration shall be a member, ex officio.
- b. One administrative representative of each of the Vice Presidents shall be appointed as nominated by said Vice President.

- c. Three faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- d. Two students (one undergraduate, one professional) shall be elected by the Creighton Students Union.
- e. An architect shall be appointed by the President.
- f. One alumnus/a, recommended by the National Alumni Board, shall be appointed by the President to a three-year term.
- g. Two staff members, one of which must be a representative from the west side of the campus (west of the interstate) and one of which must be a representative from the east side of the campus, shall be elected by the Staff Advisory Council for three-year terms at staggered intervals.
- h. The Vice President for Administration shall be Chair, ex officio.

3. Meetings:

The Committee shall meet at least once each semester and on call of the Chair.

D. University Committee on Student Discipline

1. Purpose:

The purpose of this Committee shall be to conduct hearings on alleged infractions of University rules and to recommend sanctions for individual or group violations after all procedural safeguards as outlined in the Student Handbook are observed.

2. Membership:

- a. The Vice President for Student Services or the Vice President's designee shall be a member.
- b. Three faculty members shall be elected by the faculty for three-year terms at staggered intervals. These members shall be elected from at least two Schools or Colleges. Six alternate members shall be elected by the faculty for three-year terms at staggered intervals. No College or School shall be represented by more than two alternates.
- c. Three students shall be selected by the Creighton Students Union for one academic year – one graduate or professional student, one male undergraduate student, and one female undergraduate student. Six alternate students shall also be selected for one academic year—two graduate or professional students, two male

undergraduate students, and two female undergraduate students.

- d. When a regular member of the Committee is unable to serve, an alternate member shall be appointed by the Chair to fill the vacancy thus created.

3. Meetings:

- a. The Committee will meet on call of the Chair.
- b. A quorum shall consist of a majority of the members of the Committee, provided that at least one student member and one faculty member shall be present.

4. **Conflict of Interest:**

If the case of any student is referred to the Committee with whom any member, including the Chair, of the Committee has an actual or perceived conflict of interest, that Committee member may be asked by any member, including the Chair, or by any interested party in the case, to excuse himself/herself from the proceedings in question, and/or that member, including the Chair, may ask to excuse himself/herself from the proceedings in question. Committee members who are excused in accordance with this section shall not have access to any of the materials for the case from which they are excused.

E. University Committee on Lectures, Films, and Concerts

1. Purpose:

The primary purpose of this Committee is to plan and coordinate a Program of lectures, films, and concerts for the cultural enrichment of the University community. Additionally, the Committee, in cooperation with designated members of the University, implements the guest speaker policies stated in the Student Handbook and *Guide to Policies of Creighton University*.

2. Membership:

- a. Four faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- b. Four student members shall be elected by the Creighton Students Union for one academic year as follows: two members from the Creighton Students Union, one member from the undergraduate student body, and one member from the graduate or professional student body.
- c. Three administrators shall be appointed by the President.

- d. One alumnus/a, recommended by the National Alumni Board, shall be appointed by the President to a three-year term.
- e. The President shall appoint one of the administrators as Chair.

3. Meetings:

The Committee shall meet monthly and on call of the Chair. Requests for special meetings are made to the Chair.

F. University Committee on Public Honors and Events

1. Purpose:

- a. The Committee on Public Honors and Events shall advise the President concerning major public all-University events, both academic and non-academic.
- b. It shall recommend to the President all recipients of special citations and achievement awards.
- c. It shall recommend to the President names of appropriate speakers for these special occasions.
- d. It shall recommend to the President all recipients of honorary degrees in accord with criteria and procedures established by the University.

2. Membership:

- a. The Academic Vice Presidents, Vice President for University Relations, the Director of Public Relations, and the Director of Alumni Relations shall be members, ex officio.
- b. Three faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- c. Two students shall be elected by the Creighton Students Union for one-year terms.
- d. One alumnus or alumna shall be appointed by the National Alumni Board for a three-year term.
- e. Two staff members shall be elected by the Staff Advisory Council for three-year terms at staggered intervals.
- f. The Vice President for University Relations or the Vice President's designate shall be Chair, ex officio.

3. Meetings:

Meetings shall be at the call of the Chair.

G. University Athletic Board

1. Purpose:

- a. The University Athletic Board is responsible for formulating and recommending policy relating to intercollegiate athletics.
- b. The University Athletic Board will serve in an advisory capacity to the President through the Vice President for Student Services.

2. Membership:

- a. The Vice President for Student Services, or the Vice President's designee, shall be a voting member, ex officio.
- b. The Director of Athletics shall be a non-voting member, ex officio.
- c. One faculty representative shall be appointed by the President as a voting member, ex officio.
- d. Eight faculty members shall be elected as voting members by the faculty for three-year terms at staggered intervals.
- e. Three students shall be elected as voting members by the Creighton Students Union for one academic year. One student must be from the graduate or professional schools.
- f. The President of the Student-Athlete Board of Advisors shall be non-voting member, ex officio.
- g. Two alumni members shall be appointed as voting members by the National Alumni Board for two-year terms at staggered intervals.
- h. The President of the Jaybackers, or person designated by the Jaybackers, shall be a voting member, ex officio.
- i. The Senior Women's Administrator shall be a non-voting member, ex officio.
- j. The Chair shall be elected by the Athletic Board for a one-year term and may be re-elected to successive terms.

3. Meetings:

- a. The University Athletic Board will meet on a regular basis, and its agenda will normally include a report from the Director of Athletics and from the Faculty Athletics Representative.

- b. Special meetings may be called by the Chairperson or by a majority of the voting members as needed.

H. University Committee on Benefits

1. Purpose:

The Committee on Benefits shall act as an advisory committee to the President with regard to the benefits offered by the University.

2. Membership:

- a. The University Human Resources Director or a delegate shall be a member, ex officio, and have voting privileges.
- b. Four staff (non-faculty), representing different areas of the University, shall be elected by the Staff Advisory Council for three-year terms at staggered intervals.
- c. One staff (non-faculty), representing classification levels A-D, shall be appointed by the President.
- d. Five faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- e. The Chair shall be elected by the members for a one-year term and may be re-elected to successive terms.
- f. The President shall appoint one faculty member who has academic expertise in matters covered by the Committee.
- g. One member designated by the Graybackers (organization of Creighton retirees) for a two-year term.

3. Meetings:

- a. The University Committee on Benefits will meet on a regular basis.
- b. Special meetings may be called by the Chair or by a majority of the voting members as needed.

I. University Grievance Committee

1. Purpose:

The University Grievance Committee shall serve to support the Staff Advisory Council regarding the resolution of grievances of non-faculty employees as set forth in the University Grievance Procedure concerning

any matter involving the interpretation or application of existing University policies and procedures. This Grievance Procedure shall not apply to disputes concerning rates of pay for specific employment positions. It may apply to employment termination decision if a grievance is filed within ten (10) calendar days of the employment termination date by a terminated employee.

2. Membership:

- a. Three members are elected by the Staff Advisory Council from staff classification levels E through M (1 – Health Sciences; 1 – Academic Affairs; 1 – Support Service areas (Administration and Finance, Student Services, Information Technology, University Ministry, University Relations, Institutional Relations, General Counsel and President’s Office).
- b. Two members from classification levels B through D, appointed by the President (excluding employees from Human Resources).
- c. The Grievance Committee members shall then elect a Chairperson from the five members for a two-year period.

3. Meetings:

The Committee shall meet as required in the University Grievance Procedure.

J. University Committee on the Status of Women

1. Purpose:

The University Committee on the Status of Women shall assure that equal consideration be given to women in all phases of University operation, and shall create an environment equally supportive of achievement by both men and women. It shall endeavor to ensure full participation and encouragement of contributions from women in pursuing the overall goals of the University.

2. Membership:

The Committee shall consist of members according to the following schedule with appropriate attention given to male and minority group membership.

- a. The Associate Vice President for Student Services, the Director of the Center for Women, the Director of Human Resources, the Director of Affirmative Action, the Director of the Russell Child Development Center, a Media Relations Coordinator, and one representative from Public Safety shall serve as members, ex officio.

- b. There shall be six faculty members elected by the faculty.
- c. There shall be six administrators appointed by the President.
- d. There shall be six members determined by the Creighton Students Union.
- e. There shall be six members appointed by the Staff Advisory Council.
- f. There shall be two representatives designated from the Alumni Council.
- g. Special consultants possessing certain qualifications and expertise may be invited to serve on a temporary basis.
- h. Membership on the Committee, except for those serving ex officio and students, shall be for a three-year term at staggered intervals. Members may be re-elected or re-appointed for one subsequent term, after which time they will be ineligible for election or appointment to that committee for one term or three years.
- i. Members shall elect a Chair, a Vice-Chair, a Secretary, and a Treasurer.

3. Meetings:

- a. The Committee shall meet monthly during the academic year and on call of the Chair, with subcommittees meeting once over the summer.
- b. Special meetings may be called at the discretion of the Chair of the Committee, or by petition of a majority of the members.
- c. A majority of the membership of the Committee shall constitute a quorum.

K. University Staff Advisory Council

1. Purpose:

The University Staff Advisory Council shall advise the President in matters affecting the general welfare and working conditions of all members of the support staff. The Council shall serve as a channel for better communication between the staff and the administration.

2. Membership:

- a. Representation from each area will be determined using the ratio

of one representative for every 100 staff members provided that each area is ensured of one member. Staff count will be obtained from the Human Resources Department approximately 30 days prior to the nominations process each spring. Members shall be elected according to Vice Presidential area as follows:

- i. Vice President for Academic Affairs.
 - ii. Vice President for Administration and Finance.
 - iii. Office of the President, the Vice President for University Ministry, the Vice President for University Relations and General Counsel.
 - iv. Vice President for Student Services.
 - v. Vice President for Information Technology.
 - vi. Representatives shall be elected from the area under the jurisdiction of the Vice President for Health Sciences as follows:
 - (1) School of Dentistry,
 - (2) School of Nursing and the School of Pharmacy and Health Professions,
 - (3) School of Medicine,
 - (4) Vice President for Health Sciences Office, Health Sciences Library, Minority Affairs, Center for Health Policy and Ethics, Clinical Pastoral Care and Grants Administration.
 - vii. One member shall be appointed by the President as his representative.
- b. Members shall serve three-year terms. Any member of the Council, after serving one three-year term must leave the Council. After a period of one year, he/she may be re-nominated and reelected for another three-year term.
 - c. Members shall not be eligible to serve until they have been employed by the University for one year. Only full-time and 3/4 part-time employees shall be eligible for Council membership.
 - d. Additional membership criteria as set forth in the Staff Advisory Council Standing Rules shall pertain.

3. Meetings:

- a. Meetings shall be held monthly and on call of the Chair.
- b. Supervisors will arrange for employee representatives to be away from their work in order to attend these meetings and to participate in committee activities.

L. Americans with Disabilities Act Committee

1. Purpose:

The Americans with Disabilities Act Committee shall advise and serve as a resource to the University community on accessibility issues affecting University students, faculty, employees and visitors in the following areas:

a. Employment:

Serve as a resource to the Human Resources Department, assisting with development of policies and accessibility issues affecting or encountered by faculty and staff.

b. Academic and Public Programs:

Serve as a resource to the disability liaisons within each Vice President area and in the student community. Assist the Office of Disability Accommodations and various disability services liaisons, as requested, with development and dissemination of appropriate policies related to accessibility to academic and public programs at Creighton.

e. Facilities:

Assist Facilities Management Department in identifying, reviewing and supporting priority barrier removal projects in accordance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Serve in an advisory role during new construction and renovations of buildings to ensure consideration of accessibility for all members of the Creighton community.

f. Transportation and Telecommunications:

Serve as a resource to Purchasing and Telephone Services when dealing with accessibility issues involving transportation or telecommunications, respectively.

In addition, the Committee shall be available as a resource to all areas of the University community for any issues involving equal access to persons with disabilities.

2. Membership:

- a. The Director of Human Resources, the Director of Facility Management (who shall serve as Chair), the Director of Affirmative Action, and a representative from General Counsel shall serve as members, ex officio.
 - b. One administrative representative from each of the Vice Presidents shall be appointed as nominated by said Vice President, for a three-year term.
 - c. Three faculty members shall be elected by the faculty for a three-year term, at staggered intervals.
 - d. Two students shall be elected by the Creighton Students Union for a one-year term.
 - e. One staff member shall be elected by the Staff Advisory Council for a three-year term.
 - f. One faculty member shall be appointed by the President as nominated by the School of Pharmacy and Health Professions, Department of Occupational Therapy, for a three-year term.
3. Meetings:

The Committee shall meet at least quarterly and on call of the Chair.

ARTICLE V

Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order* shall be observed in all cases in which they are applicable and in which they are not inconsistent with the special provisions of the *University Statutes* and/or the *Faculty Handbook*.

ARTICLE VI

Amendments

Procedures for the orderly review and revision of the *University Statutes* are as follows:

1. Any administrator, faculty or staff member may submit proposals for amending the *University Statutes* to any member of the Committee on Faculty Handbook and University Statutes. Such proposed amendments to the *University Statutes* shall be submitted to the Committee on Faculty Handbook and University Statutes. These proposals should be in writing, and should include an explanation as to the necessity for the requested change.

2. The committee will submit proposed amendments so received, which are not in conflict with the University Bylaws, the *Faculty Handbook* and/or other sections of the *University Statutes* to the Academic Council for approval. Proposals rejected by the Committee on Faculty Handbook and University Statutes will be returned to the author with an explanation as to why the proposal was found unacceptable.
3. Proposed amendments to the *University Statutes* will be considered by the Academic Council. It shall require a two-thirds vote of the Academic Council to recommend approval of proposed amendments.
4. Amendments approved by the Academic Council shall be forwarded to the President for consideration. The President shall then make a decision on the proposed amendment and report his decision to the Academic Council.
5. Since the *University Statutes* are promulgated by the President, and all proposals for change require the President's approval, the President, in extraordinary circumstances, may amend the *University Statutes* when, in the President's judgment, such an amendment is necessary and advisable. Such amendments, however, shall be communicated to the faculty as soon as it is practical, together with the circumstances which require the change in the *University Statutes*.
6. Changes to the *University Statutes*, procedural in nature, approved by the Academic Council and the President shall become effective upon promulgation of the minutes of the Academic Council. Faculty shall be made aware of these changes through publication of the minutes of the Academic Council.

June 2, 2009