

CREIGHTON UNIVERSITY STATUTES – 2023

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UNIVERSITY STATUTES

As chief executive and administrative officer of Creighton University, the University President promulgates the following University Statutes governing the daily operations of the University. At the direction of the University President, these Statutes may be reviewed and revised from time to time with the advice of the faculty, students, staff, and administrators of the University. These Statutes and any revisions or amendments thereto are subject to and therefore will not infringe upon the authority of the University President or the Board of Trustees, 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 Trustees. Copies of the Bylaws of Creighton University are available in the Creighton University Libraries and at the webpage of the Office of General Counsel.

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 *Faculty Handbook*. The University Statutes may be amended as provided in these University Statutes.

ARTICLE I. OFFICERS OF THE UNIVERSITY

Section 1. University Officers Appointed by the Board of Trustees

A. University President

1. Shall be the chief executive and administrative officer of the University.
2. Shall be responsible for the general and active management, control, and direction of the business operations, educational activities, and other affairs of the University.
3. Shall be, in addition to the duties as set out in the Bylaws of Creighton University, a member of the Faculty of each College and school of the University, *ex officio*.
4. Shall appoint, promote, and dismiss administrative officers and faculty members of the University, other than the University Officers set out in Article III, Section 1 of the University Bylaws, and in accordance with the *Faculty Handbook* provisions on faculty appointment, rank, tenure, and dismissal.
5. Shall exercise general supervisory authority over the directors and administrators related to University Athletics.
6. Shall be Chair of Academic Council, *ex officio*.
7. Shall be selected and elected as follows:
 - a. The selection and election of the University President is the prerogative and responsibility of the Board of Trustees

- b. The Board of Trustees, in their discretion and with awareness of historical practices and the evolving nature of academic executive searches, may, with or without the formation of a special search committee or committees, invite and include various members of the Jesuit community, faculty, staff, students, alumnae/i and others deemed appropriate by the Board of Trustees to support the Board of Trustees its search process.
- 8. Shall have the power to create and terminate university-wide *ad hoc* task forces and committees and to regulate the membership and functions of such groups to address specific tasks and projects. Such an *ad hoc* task force or committee may be designated as a “Presidential Task Force” or “Presidential Committee.” University-wide *ad hoc* task forces or committees that are in existence for more than three consecutive years may be considered for statutory inclusion as Standing Committees of the University when they include elected faculty members.

B. Provost

- 1. Shall be elected by the Board of Trustees on the recommendation of the University President to perform such duties as the President shall direct.
- 2. Shall be, *ex officio*:
 - a. A member of President’s Council,
 - b. Chair of Academic Administrators Council,
 - c. Co-Chair of the Executive Committee of Academic Council,
 - d. Co-Chair of the University Financial Advisory Committee,
 - e. A member of Academic Council and presiding officer in the absence of the University President, alternating meeting leadership with the President of the University Faculty for such absences,
 - f. A member of the University Rank & Tenure Committee, and
 - g. A member of the University Committee on Public Honors & Events
- 3. Shall be the principal academic officer of the University under the University President and shall act as the President’s primary liaison with the Deans and Faculty on academic matters, including, although not limited to: faculty hiring, development, and discipline; academic program development, evaluation, and review; and strategic academic planning and implementation.
- 4. Shall be responsible for overall academic program management and for support of all academic and student life functions.

5. Shall have collaborative fiscal responsibility with the Executive Vice President for all academic and student matters.
6. Shall provide executive leadership in collaboration with the Executive Vice President for the University's strategic, operational, and capital planning.
7. Shall consult with the University President in the exercise of authority to appoint Vice Provosts, Associate Vice Provosts, and Assistant Vice Provosts as needed; and shall exercise general executive responsibility under the University President for the broad educational policies, programs, and procedures for the colleges and schools of the University.
8. Shall exercise general supervision over the academic administrators of the colleges and schools of the University and shall evaluate them on an annual basis and report to the University President. Normally, all academic business of these administrative units shall be channeled through the Provost.
9. Shall exercise supervision over the administrators and directors of such other departments or areas as may be designated by the University President.
10. Shall review and approve the annual budget recommendation of the colleges, schools, and other areas under the supervision of the Provost.
11. Shall exercise delegated authority from the University President to create and terminate university-wide *ad hoc* task forces and committees, and to regulate the membership and functions of such groups to address specific tasks and projects under the purview of the Provost. University-wide *ad hoc* task forces or committees that are in existence for more than three consecutive years may be considered for statutory inclusion as Standing Committees of the University, provided such task forces shall include elected faculty membership.
12. Shall be selected and elected as follows:
 - a. The selection of the Provost is the prerogative and responsibility of the University President. Upon the recommendation of the President, the Board of Trustees shall elect the Provost in accordance with the University Bylaws.
 - b. To aid in the selection of the Provost, the University President shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the University President.
 - c. Upon being charged by the President regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and

credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President.

C. Executive Vice President

1. Shall be elected by the Board of Trustees on the recommendation of the University President to perform such duties as the President shall direct.
2. Shall be a member of President's Council, *ex officio*.
3. Shall be, *ex officio*, or shall designate another to serve as:
 - a. Chair of the University Campus Planning Committee and
 - b. Co-Chair of the University Financial Advisory Committee.
4. Shall provide leadership, planning, and management for the University's non-academic operational functions, including the areas of Finance, Facilities Management, Human Resources, Public Safety, Continuous Improvement, Communications and Marketing, Information Technology, and Internal Audit.
5. Shall provide executive leadership in collaboration with the Provost and other University Officers for the University's strategic, operational, and capital planning.
6. Shall have oversight for all institutional financial operations, including: the University's long- and short-range financial planning; operating and capital budgets; and collaborative fiscal responsibility with the Provost and other University Officers.
7. Shall have oversight for the proper management of the University's investments as governed by the Investment Committee of the Board of Trustees.
8. Shall have oversight for the implementation of the debt policy and for all debt financing activities of the University.
9. Shall exercise immediate supervision over the administrators and directors of such other areas as may be designated by the University President.
10. Shall review and approve the annual budget recommendation of areas under the supervision of this office.
11. Shall exercise delegated authority from the University President to create and terminate university-wide *ad hoc* task forces and committees, and to regulate the membership and functions of such groups to address specific tasks and projects under the Executive Vice President's Responsibility. University-wide *ad hoc* task forces and committees that are in existence for more than three consecutive years may be considered for statutory inclusion as Standing Committees of the

University, provided such task forces or committees shall include elected faculty membership.

12. Shall be selected and elected as follows:

- a. The selection of the Executive Vice President is the prerogative and responsibility of the University President. Upon the recommendation of the President, the Board of Trustees shall elect the Executive Vice President in accordance with the University Bylaws.
- b. To aid in the selection of the Executive Vice President, the University President shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the President.
- c. Upon being charged by the President regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President.

D. General Counsel

1. The Board of Trustees shall elect the General Counsel in accordance with the University Bylaws to perform such duties as the University President shall direct.
2. Shall be a member of President's Council, *ex officio*.
3. Shall be, *ex officio*, or shall appoint a designee to serve as:
 - a. Chair of the University Policy Committee,
 - b. A member of the University Academic & Administration Policy Committee,
 - c. A member of the University Accessibility Accommodations & Awareness Committee, and
 - d. A member of the University Statutes & Faculty Handbook Committee.
4. As General Counsel, shall be responsible for supervision and oversight of the Office of Title IX & Civil Rights Compliance and the Office of Intellectual Resource Management & Technology Transfer; supervision and oversight of NCAA compliance in collaboration with the Director of Athletics; supervision of the University Compliance Officer; and management of all legal matters of the University, including institutional regulation and compliance, immigration, litigation management, labor and employment, institutional governance,

contract review and University legal representation in civil matters involving student, faculty and staff grievances and disciplinary actions.

5. Shall have the same rank as a Vice President.
6. Shall review and approve the annual budget recommendation of areas under the supervision of this office.
7. Shall be selected and elected as follows:
 - a. The selection and election of the General Counsel is the prerogative and responsibility of the Board of Trustees.
 - b. The Board, in their discretion, may invite others deemed appropriate by the Board to participate in the search process.

E. Treasurer

1. The selection and election of the Treasurer is the prerogative and responsibility of the Board of Trustees. The Board of Trustees shall elect the Treasurer, in accordance with the University Bylaws, to perform such duties as the Board of Trustees and the University President shall direct.
2. Shall report on the financial state of the University's balance sheet, including investments, endowment, and debt as directed by the Board and shall perform such other duties as normally pertain to the office of Treasurer in accordance with the University Bylaws.

F. Secretary

1. The selection and election of the Secretary is the prerogative and responsibility of the Board of Trustees. The Board of Trustees shall elect the Secretary in accordance with the University Bylaws to perform such duties as the Board of Trustees shall direct.
2. The Secretary shall have the duties set forth in the University Bylaws.

Section 2. Senior Leaders Appointed by the President

A. Vice President for Enterprise Risk Management and Chief Risk Management Officer

1. Shall be selected by the University President to perform such duties as the University President and Executive Vice President shall direct.
2. Shall be a member of the President's Council, *ex officio*.
3. Shall be responsible for identifying risks across the entire University, including all campuses.

4. Shall be responsible for assessing risks to the operations and mission of the University and for reporting such risks and their management to the Executive Vice President.
5. Shall assist in developing and implementing responses and mitigation plans for risks to the University.
6. Shall monitor identified and potential risks, with accountability from the risk source, and shall consistently scan for emerging risks to the University.

B. Vice President for Equity, Diversity & Inclusion

1. Shall be selected by the University President to perform such duties as the University President shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. Chair of Inclusive Excellence Council,
 - c. A member of Faculty Development Advisory Group,
 - d. A member of Kingfisher Advisory Council,
 - e. A member of National Black *Alumni* Advisory Board,
 - f. A member of the University Accessibility Accommodations & Awareness Committee,
 - g. A member of the Status of Women Committee, and
3. Shall exercise general supervisory authority over the directors and administrators of such areas related to Equity, Diversity, and Inclusion as shall be designated by the University President, including the Affirmative Action Plan Implementation by the Affirmative Action Program and Creighton Intercultural Center; shall evaluate them on an annual basis; and report the evaluation outcomes to the University President.
4. Shall be responsible for the coordination, planning, implementation, evaluation, and continued operation of all activities in the Division of Equity, Diversity & Inclusion.
5. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of the Division.
6. Shall be selected as follows:
 - a. To aid in the selection of the Vice President for Equity, Diversity & Inclusion, the University President shall form a Search Committee

consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the University President.

- b. Upon being charged by the President regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President.

C. Vice President for Information Technology

1. Shall be selected by the University President to perform such duties as the President, Provost, or Executive Vice President shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council and
 - b. A member of the University Computing & Academic Technology Committee.
3. Shall provide leadership, planning, and management for the University's information technology environment and services. This responsibility includes exercising immediate supervision over the administrators and directors of all subdivisions of the Division of Information Technology.
4. Shall be responsible for the coordination of planning, implementation, and continued operations of university-wide networked and unified communications (voice, data, video), enterprise data management, enterprise application services, information technology services, and information technology security.
5. Shall review and approve the annual budget recommendations of the areas under the supervisory authority of this office.
6. Shall be selected as follows:
 - a. To aid in the selection of the Vice President for Information Technology, the President shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the President.
 - b. Upon being charged by the President regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and

credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President.

D. Vice President for Mission & Ministry

1. Shall be selected by the University President to perform such duties as the President shall direct.
2. Shall be a member of President's Council, *ex officio*.
3. Shall exercise immediate supervision over the administrators and directors of Campus Ministry, Schlegel Center for Service and Justice, Deglman Center, and Collaborative Ministry Office, and shall report to the University President.
4. Shall be responsible for the coordination, planning, implementation, evaluation, and continued operation of university-wide ministries.
5. Shall review and approve the annual budget recommendations of the areas under the supervisory authority of the Office of Mission & Ministry.
6. Shall be selected as follows:
 - a. To aid in the selection of the Vice President for Mission & Ministry, the University President shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the University President.
 - b. Upon being charged by the President regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President.

E. Vice President for University Communications & Marketing

1. Shall be selected by the University President to perform such duties as the University President and Executive Vice President shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council and
 - b. A member of the University Public Honors & Events Committee, *ex officio*.
3. Shall be responsible for the development, management, and execution of the University's strategic brand, marketing, and communications efforts in

collaboration with the University's executive team and its nine schools and colleges.

4. Shall develop strategies that attract qualified students, alumni/ae, donors, faculty, and staff.
5. Shall be responsible for oversight of government and community relations to successfully position the University on issues related to its interests with local, state, and federal audiences.

F. Vice President for University Compliance and Chief Compliance Officer

1. Shall be selected by the University President to perform such duties as the University President and General Counsel shall direct.
2. Shall be a member of the President's Council, *ex officio*.
3. Shall be responsible for facilitating, managing, and overseeing the response of the University to ethics and compliance complaints.
4. Shall be responsible for overseeing the conflict of interest disclosure processes of the University and for implementing management processes, as needed.
5. Shall be responsible for coordinating compliance obligations involving multiple administrative units.
6. Shall be responsible for implementing procedures for identifying areas of compliance vulnerability and for assisting in managing and mitigating risks.
7. Shall be responsible for promoting training and professional development of individuals of the University who have compliance responsibilities and for assisting in assessing gaps in available training.
8. Shall develop and regularly update communications to the University community about compliance issues and obligations.
9. Shall identify and complete projects in an annual work plan and report regularly to the Executive Vice President and University Audit Office.

G. Vice President for University Relations

1. Shall be selected by the University President to perform such duties as the President shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. Chair of the University Public Honors and Events Committee, and

- c. A member of the University Campus Planning Committee.
- 3. Shall exercise immediate supervision over the administrators and directors of such areas as Alumnae/i Relations and University Development and shall evaluate them on an annual basis and report to the President.
- 4. Shall be responsible for the supervision and evaluation 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 supervisory authority of the Division of University Relations.
- 6. Shall represent the University to local and national constituencies in a positive manner consistent with, and in furtherance of, the University's mission.
- 7. Shall be selected as follows:
 - a. To aid in the selection of the Vice President for University Relations, the University President shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the University President.
 - b. Upon being charged by the President regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President.

Section 3. Senior Leaders Appointed by the Provost

A. University Librarian

- 1. Shall be selected by the President and Provost to perform such duties as the President and Provost shall direct. The University Librarian shall hold the title of Assistant Vice Provost, Associate Vice Provost, or Vice Provost.
- 2. Shall be, *ex officio*:
 - a. A member of Academic Council,
 - b. A member of Academic Administrators Council, and
 - c. A member of the University Computing & Academic Technology Committee.

3. Shall provide leadership, planning, and management for the Libraries of the University.
4. Shall be responsible for the supervision of unit directors within the Libraries, including Access Services, Academic Information Resources, Digital Library Technologies, Archives and Special Collections, and Research, Reference, and Instructional Services.
5. Shall be responsible for providing a responsive collection of library and research resources, the development and operation of library systems and technological infrastructure, and the provision of information literacy programs and research support services for faculty and students.
6. Shall review and approve the annual budget recommendations of the areas under the supervisory authority of the University Librarian.
7. Shall be responsible for the supervision of Library faculty and staff.
8. Shall be selected as follows:
 - a. To aid in the selection of the University Librarian, the President and Provost shall form a search committee consisting of three faculty members nominated by Faculty Council and elected by Academic Council, one staff member elected by the University Staff Advisory Council from the library staff, one student member elected by the Creighton Students Union, and two to four additional members appointed by the Provost.
 - b. Upon being charged by the President and Provost regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President and Provost.

B. Vice Provost for Enrollment Management

1. Shall be selected by the University President and Provost to perform such duties as the University President and Provost shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council and
 - b. A member of the University Academic Policy & Administration Committee.
3. Shall serve as the chief strategist of the University on all matters related to undergraduate, graduate, and professional programs enrollment.

4. Shall design and implement a comprehensive enrollment program that incorporates best practices in recruiting, admissions, recordkeeping, registration, financial aid, and compliance with all applicable federal and state laws.
5. Shall oversee and evaluate a data-driven assessment program for student recruitment and enrollment for all programs.

C. Vice Provost for Faculty & Academic Affairs

1. Shall be selected by the Provost to perform such duties as the Provost shall direct.
2. Shall serve as Dean of the Graduate School and fulfill the duties of that position as described in Article II, Section 2.B *infra*, and, as Dean, shall also report to the Provost.
3. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. Chair of the University Academic Policy & Administration Committee, and
 - c. A member of Academic Administrators Council and shall preside over meetings of the Council in the Provost's absence.
4. Shall exercise general supervisory authority over planning, directing, evaluating, and developing undergraduate and graduate programs.
5. Shall serve as a resource to colleges and schools for faculty recruitment and hiring, onboarding, and rank and tenure processes.
6. Shall provide direction for and administration of strategies for summer and winter sessions.
7. Shall collaborate with other divisions and academic units of the University to analyze and develop recommendations of the Academic Administrators Council and other entities to respond to evolving issues of the University.
8. Shall provide leadership for developing and implementing strategic initiatives as directed by the Provost.
9. Shall be selected as follows:
 - a. To aid in the selection of the Vice Provost for Faculty & Academic Affairs, the Provost shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the Provost.

- b. Upon being charged by the Provost regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President and Provost.

D. Vice Provost for Global Engagement

1. Shall be selected by the University President and Provost to perform such duties as the President and Provost shall direct.
2. Shall be a member of President's Council, *ex officio*.
3. Shall facilitate campus-wide advocacy, support, and implementation of opportunities for global learning for all students through diverse curricular and co-curricular programming that emphasizes cultural immersion, reflection, and experiential learning.
4. Shall be responsible for the study abroad programs of the University, including Faculty-Led Programs Abroad; the Creighton Global Pilgrimage/Camino Ignacio; international travel risk management; and international student and scholar services.
5. Shall oversee and assess the Office of Global Engagement programs and services, including the Creighton Global Initiative, Institute for Latin American Concern, Asian World Center, and Jesuit Worldwide Learning.
6. Shall develop and maintain the international partnerships of the University with other institutions and international networks, including the Fulbright Scholar Program, Catholic Relief Services, and Jesuit Networking.

E. Vice Provost for Health Sciences Campuses

1. Shall be selected by the University President and Provost to perform such duties as the President or Provost shall direct.
2. Shall be a member of President's Council, *ex officio*.
3. Shall provide leadership, oversight, and stewardship to all aspects of the academic programs, facilities, and resources of the University's health sciences professional education programs.
4. Shall ensure that all health sciences academic programs of the University achieve and maintain full accreditation by their respective accrediting bodies.
5. Shall assist the Deans and Associate Deans in the development and coordination of health sciences academic programs at all campuses of the University.

6. Shall be responsible for establishing and developing relationships with community and civic leaders, religious leaders, academic institutions, health system partners, local governing bodies, and philanthropic organizations. Such relationships shall be coordinated with the President, Provost, Vice President for University Communications & Marketing, and the Deans of the health sciences college and schools.
7. Shall provide regular reports to Academic Council regarding Health Sciences campuses and programs.

F. Vice Provost for Learning & Assessment

1. Shall be selected by the University President and Provost to perform such duties as the Provost shall direct.
2. Shall develop and promote programming designed to facilitate institution-wide understanding of effective teaching and enhance student learning at the undergraduate, graduate, and professional levels.
3. Shall oversee the provision of professional development opportunities for faculty, including teaching, learning, and assessment workshops and consultations to individuals and groups, as directed by the Provost and at the request of faculty, departments, and colleges and schools.
4. Shall design and implement procedures to foster greater interdisciplinary and interprofessional learning, faculty research activities, and faculty service experiences.
5. Shall be a member of the University Assessment Committee, *ex officio*.

G. Vice Provost for Student Life

1. Shall be selected by the Provost to perform such duties as the Provost shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. Chair of the University Committee on Student Life Policy,
 - c. A member of the University Academic Policy & Administration Committee,
 - d. A member of Academic Administrators Council
 - e. A member of the University Athletic Board,
 - f. A member of the University Accessibility Accommodations & Awareness Committee,

- g. A member of the University Status of Women Committee, and
 - h. A member of the University Student Life Policy Committee.
3. Shall exercise general supervisory authority over the directors and administrators of such supportive areas related to Student Life as shall be designated by the Provost, including Residential Life, Housing and Auxiliary Services, Student Health Education and Compliance, Student Counseling Services, the Office of Community Standards and Wellbeing, Student Transitions, Recreation + Wellness, Creighton Students Union, Student Leadership and Involvement Center, and Campus Dining, Retail and Beverage services.
 4. Shall evaluate the directors of these areas on an annual basis and shall report the evaluation outcomes to the Provost.
 5. Shall review and approve the annual budget recommendations of the areas under the jurisdiction of the Division of Student Life.
 6. Shall be selected as follows:
 - a. To aid in the selection of the Vice Provost for Student Life, the University President and Provost shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the Provost.
 - b. Upon being charged by the President and Provost regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President and Provost.

H. Vice Provost for Student Success

1. Shall be selected by the Provost to perform such duties as the Provost shall direct.
2. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. A member of Academic Administrators Council, and
 - c. A member of the University Assessment Committee, or shall designate a representative to the Committee from the Office of Student Success.
3. Shall exercise general supervisory authority over the Office for Student Success.
4. Shall evaluate the directors and staff of the Office for Student Success annually.

5. Shall provide leadership for developing and implementing strategic initiatives for the Office of Student Success and shall review and approve budget recommendations for such initiatives.
6. Shall be selected as follows:
 - a. To aid in the selection of the Vice Provost for Student Success, the Provost shall form a Search Committee consisting of two faculty members nominated by Faculty Council and elected by Academic Council, two staff members elected by the University Staff Advisory Council, one student member elected by the Creighton Students Union, and two to four additional members appointed by the Provost.
 - b. Upon being charged by the Provost regarding its purpose, selection criteria, timeline, and candidate profile and the subsequent completion of its work, the Search Committee shall present the names and credentials of the final nominees, with the evaluations and recommendations of the entire Committee, to the President and Provost.

ARTICLE II. ACADEMIC ADMINISTRATION

Section 1. Academic Administrative Units

A. Colleges and Schools

1. A college or school is an academic unit consisting of a Dean, such supplementary officers as may be appointed by the University President or Provost for the more efficient administration of the unit, the faculty, the students registered in the particular college or school, and the appropriate staff.
2. The Faculty of each college or school shall consist of all who provide educational activities or engage in other scholarly work within the college or school specifically for the students of that college or school, even though a faculty member may be a member of a department in another academic unit.
3. The academic units of the University which admit students directly from secondary schools shall be called "colleges"; those which admit students only after some preparation in institutions at a college level shall be called "schools."
4. The academic units of the University are:
 - College of Arts & Sciences
 - School of Dentistry
 - Graduate School

Heider College of Business

School of Law

School of Medicine

College of Nursing

School of Pharmacy & Health Professions

College of Professional & Continuing Education

5. Establishment or discontinuance of any college or school of the University shall require the formal approval of the Board of Trustees of the University, and shall be undertaken in full compliance with all relevant provisions of the Faculty Handbook.
6. Oversight of the approval process for proposed new degree programs and equivalent courses of study lies with the Provost as described in Policy 4.1.4. "Approval of a New Academic Program." Upon acceptance of a proposal for a new degree program or equivalent course of study, the Office of the Provost will conduct a pre-proposal market demand analysis and financial implications analysis. Any proposal then advanced by the Provost will require detailed learning outcomes and assessment plan, a curriculum plan, and a resources plan that articulates the staffing, physical, and instructional resources needed to start and sustain the proposed program or course of study. The Provost will submit the completed proposal for review and recommendation by the college(s) and school(s) sponsoring the proposal and the Graduate Board, if relevant; then the Deans of the Academic Administrators Council; and then Academic Council. All proposals are subject to final approval by the Provost.
7. The Dean of each college and school shall establish, maintain, and publish bylaws for its internal administration and its shared governance.
 - a. Such bylaws shall include, at a minimum, the following items:
 - i. Faculty voting rights, recognizing that faculty members shall have a voice in matters directly related to the work they do in the colleges and schools;
 - ii. Applicable faculty workload and duties;
 - iii. Criteria and guidelines for faculty promotion and tenure; and
 - iv. Procedures and criteria for the regular review of faculty.
 - b. Such bylaws shall be consistent with the *Faculty Handbook*, these University Statutes, and University Policies.

- c. Newly proposed college and school bylaws and amendments to existing college and school bylaws shall be reviewed by the University Statutes & Faculty Handbook Committee to ensure compatibility with the *Faculty Handbook*, University Statutes, and University Policies.

8. Executive Committee

- a. The bylaws of each college and school, except the Graduate School, shall create an executive committee. The purposes of the executive committee shall be to:
 - i. Advise the Dean concerning matters which relate to the academic affairs of the college or school.
 - ii. Form and organize the standing committees of the college or school and establish standing committee charges.
 - iii. Collaborate with the Dean on the adoption and implementation of policies and procedures of the college or school.
 - iv. Develop mechanisms for student input on academic policies and other matters that affect students' academic studies in the college or school.
- b. The Dean and Associate Deans shall be members of the respective executive committees, *ex officio*.
- c. When a college or school where the executive committee is not a body of the whole, the faculty of each college or school shall elect a number of faculty members at least one more than the number of *ex officio* members and ensure the executive committee has an odd number of voting members.
- d. The Dean shall provide for student representation on the executive committee and relevant standing committees of the college or school.
- e. The executive committee shall establish procedures to draft, maintain, and publish the bylaws of the college or school. The executive committee shall ensure these procedures allow for meaningful faculty input on the bylaws of the college or school.
- f. The Dean of each college and school shall be the presiding officer of its executive committee. Each executive committee shall also have a secretary who may be either appointed by the dean or elected by the committee members. The secretary shall keep and disseminate minutes to the faculty, notify members of meetings, and be responsible for executive committee correspondence.

- g. The executive committee shall meet at least two times during each six-month period. Additional meetings may be called at any time by the Dean or by petition of twenty percent of the executive committee membership. A simple majority of the membership shall constitute a quorum.

B. Academic Departments

1. An academic department is an administrative division that may be organized within a college or school consisting of faculty members engaged in educational and research pursuits under the direction of a department chair. A faculty member may be a member of more than one department, in which case one department shall be designated as primary, and the faculty member shall serve under the direction of the chair of the primary department. Secondary appointments shall be arranged with the faculty member by the appropriate deans and department chairs with the approval of the Provost.
2. The Dean of each college or school of the University shall establish, discontinue, combine, or reorganize departments with the prior review and comment of the executive committee of the college or school and the approval of the Provost. Where such actions may result in termination of faculty appointments, the procedures and notice provisions set out in the *Faculty Handbook* regarding involuntary loss of appointments shall be followed.
3. Departments which provide courses in colleges or schools other than the one in which the department is located shall be governed by the following statutes:
 - a. The department shall be responsible for providing the necessary staff and the specific types of courses requested by the Dean. The department shall conform to administrative procedures which may differ in some details from those of the college or school in which the department is located.
 - b. In all cases in which a dean wishes to request cooperation of departments not located in the Dean's college or school, the Dean shall approach the deans of the other colleges or schools in which the departments are located in sufficient time before preparation of schedules, who, in turn, will relay the request to the chairs of the relevant departments. For the School of Law, such requests shall be relayed to the Dean of the School of Law.
 - c. Differences which may arise among the colleges and schools shall be resolved by the Provost.
4. The Faculty of each department shall consist of all who conduct courses within that department even though they may be members of departments located in other administrative units.

Section 2. Academic Administrative Personnel

A. Deans

Deans of the College of Arts & Sciences, Heider College of Business, College of Nursing, and College of Professional & Continuing Education, and the School of Dentistry, School of Law, School of Medicine, and School of Pharmacy & Health Professions:

1. Shall exercise general executive responsibility as delegated by the Provost for the broad educational policies, programs, and procedures of the college or school.
2. Shall have responsibility for assuring that college or school activities and faculty qualifications meet the requisite standards for accreditation.
3. Shall have responsibility to foster a culture of academic integrity, research compliance, effective assessment, and mutual respect and civility among faculty, staff, and students.
4. Shall have responsibility to assure that the academic programs within the college or school deliver high-quality educational experiences for students and support student achievement.
5. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. Chair of the college or school executive committee, and
 - c. A member of Academic Council.
6. Shall preside at an all-college or all-school meeting that shall invite all full-time faculty and staff. At least one such meeting shall be held each academic year.
7. Shall be empowered to appoint membership for standing or temporary college or school committees.
8. Shall recommend to the Provost faculty appointments at the time of hire and faculty dismissals according to processes established in the *Faculty Handbook*. Dean recommendations regarding faculty members' rank or tenure status at the time of hire shall uphold the expectations of College and School standards for promotions in rank and the conferral of tenure. When a faculty member of a given department serves more than one department, the Dean shall consult the chair of the other department(s). If more than one college or school is served by a faculty member, the Provost shall consult the respective deans. The terms of appointment to the Faculty will be stated or confirmed in a written agreement executed by the Provost, or by a legally qualified agent of the University empowered to act in the Provost's stead, and the faculty member.

9. Shall recommend to the University Rank & Tenure Committee faculty promotions in rank and conferral of tenure, after consultation with the appropriate department chair, where applicable, and the appropriate committee of the college or school.
10. Shall promote multi-disciplinary courses and practicums within their college or school and throughout the University.
11. Shall cooperate with the University President and the Provost in preparing annual budgets and special reports.
12. Shall submit an annual report to the Provost by July 31.
13. Shall provide an annual state of college or school address at a meeting of the college or school Faculty.
14. Shall represent the college or school at development activities and events involving alumnae/i and members of the community.

B. Dean of the Graduate School

1. Shall be appointed by the President after consultation with the Provost.
2. Shall exercise general executive responsibility under the Provost for the broad educational policies, programs, and procedures of the Graduate School, and shall be responsible for the establishment, coordination, and implementation of the objectives, goals, and programs of the Graduate School.
3. Shall be, *ex officio*:
 - a. A member of President's Council,
 - b. Chair of the Graduate Board, and
 - c. A member of Academic Council.
4. 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.
5. Shall consult with deans, department chairs when applicable, and faculty in matters affecting faculty assignments within the Graduate School.
6. Shall submit an annual report to the Provost by July 31.

C. Selection and Appointment of Deans

The selection and appointment of a dean is the prerogative and responsibility of the University President. To assist in the selection of a dean, the President shall appoint a Dean Search Committee comprised of one member appointed by the Provost to chair the

Committee, two members elected by the executive committee of the college or school, three members elected by the faculty of the college or school, two students elected from the college or school, and two at-large members appointed by the President from outside the college or school. One of the at-large members usually should be a dean from another college or school. The President may appoint two additional at-large members to provide for involvement by affiliated institutions and by the college or school alumnae/i advisory council.

D. Review of Deans

1. A performance review of a dean shall be conducted annually by the Provost, with extensive evaluation every three years by the Provost aided by input invited from faculty, administrators, staff members, and students of the respective college or school in accordance with the bylaws of each college or school and procedures established by the Office of the Provost.
2. The triennial review of each dean shall include a survey conducted by the President of the University Faculty of all faculty, administrators, staff, and students in the college or school, the results of which shall be reported to the Provost and otherwise held in confidence by the Faculty President.
3. In years in which the Dean of the college or school of the Faculty President is to be reviewed, the Faculty President shall work with the Provost to identify another faculty member of a different college or school to conduct the survey and report the results. Input may also be solicited from the Dean's peer administrators.

E. Department 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 in which it is located. In colleges or schools that do not have organized academic departments, the Dean shall assume the responsibilities of the department chair.
2. Deans shall appoint department chairs after consulting with department faculty and obtaining approval of the Provost. The manner of selection and evaluation will vary as determined by the needs of the organizational unit. In general, the Dean shall seek the advice and counsel of the department faculty concerned in selecting candidates for the department chair position, and 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 initial appointment to Chair of a department is normally for three years. A chair reappointment is normally limited to no more than two additional successive three-year terms. A chair considered for reappointment will be

evaluated by the Dean, aided by input from department faculty in accordance with the bylaws of each college or school.

4. The policies, procedures, and programs of the department shall be established and conducted by consultation and discussion between the department chair and members of the department in accordance with procedures established by the college or school. The department chair shall have responsibility under the Dean concerning department policies, programs, procedures, and regulations insofar as these do not conflict with the *Faculty Handbook*, University Statutes, University policies, and the policies of other departments and colleges or schools.
5. In the exercise of normal administrative responsibilities, the department chair shall:
 - a. Demonstrate leadership in encouraging excellence in teaching, scholarship, and service and in the promotion of research in the department.
 - b. Supervise faculty department activities and assist the Dean in recruiting and developing faculty in the department.
 - c. Make recommendations to the Dean concerning appointments, salary, promotion, grants of tenure, and dismissal of faculty and staff of the department. Recommendations involving faculty shall be made according to processes established in the *Faculty Handbook* where applicable.
 - d. Oversee annual performance reviews of faculty and staff of the department.
 - e. Promote multi-disciplinary courses/practicums within their college or school and throughout the University.

Section 3. Academic Administrators Council

A. Membership

1. Membership on Academic Administrators Council shall consist of the following: The Provost, Vice Provosts, Associate Vice Provosts, and Assistant Vice Provosts, including the University Librarian, and the Deans of the colleges and schools. All members serve *ex officio*.

B. Meetings

1. The members of Academic Administrators Council shall meet regularly at a time and place set by the Provost. The meetings shall be chaired by the Provost or the Provost's designee. The Provost and the Deans of the colleges and schools will be responsible for action on any required Academic Administrators Council governance related to academic matters.

2. The Provost shall designate a staff person in her/his office to attend the meetings to record minutes. Approved Academic Administrators Council minutes will be forwarded to the Secretary of Academic Council for distribution to Academic Council and Faculty Council members.

ARTICLE III. FACULTY¹

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) Research Faculty, (5) Adjunct Faculty, (6) Special Faculty, (7) Contributed-Service Faculty, (8) Visiting Faculty, (9) Affiliate Faculty, (10) Emeritus Faculty, and (11) University Professors. The Dean of the appropriate College or School, in consultation with the Provost, 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

¹ Article III as presented here contains language approved in 2018. While the Statutes were updated effective July 1, 2023, by vote of Academic Council and approval of the President, this Article III remains in effect. Updated language for Article III has been approved but will not be effective until an updated Faculty Handbook is approved and goes into effect. A copy of the Statutes that will become effective with the updated Faculty Handbook may be found at <https://my.creighton.edu/generalcounsel/cupolicies/>.

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).

b. 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 College of Nursing and Schools of Dentistry, Medicine, 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 College of Nursing and Schools of Dentistry, Medicine, and Pharmacy and Health Professions shall be decided by the faculty of the respective School or College; however, no more than 20% of the full-time Teaching-Research faculty of any School or College 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 Provost, 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 and the Dean of the appropriate School, the Provost, 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.

c. **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 College of Nursing and Schools of Dentistry, Medicine, and Pharmacy and Health Professions, and clinical members of the College of Business and the School of Law, 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 College of Nursing and Schools of Dentistry, Medicine, Pharmacy and Health Professions, and clinical members of the College of Business and the School of Law 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 Clinician-Educator faculty that may occupy Non-Tenure Track positions in the College of Nursing and Schools of Dentistry, Medicine, Pharmacy and Health Professions, and clinical members of the College of Business and the School of Law shall be decided by the faculty of the respective School or College; however, no more than 50% of the full-time Clinician-Educator faculty of the School or College shall occupy Non-Tenure Track positions in the College of Nursing and Schools of Dentistry, Medicine, Pharmacy and Health Professions; and no more than 25% of the full-time

faculty in the College of Business and the School of Law 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 Provost, the Dean and Executive Committee of the appropriate School or College and approved by the President. No one in the College of Business 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 and the Dean of the appropriate School, the Provost, 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. Health Sciences Associated Faculty Employed by Clinical Affiliates.

The purpose of this section is to set forth rights and provisions specifically applicable to Health Sciences Associated Faculty employed by Clinical Affiliates. This subsection does not apply to, and does not alter the rights and duties, of any other Creighton University faculty member.

a. **Definition**

(1) **General**

Beginning in 2012, Creighton University entered into contractual relationships with Clinical Affiliates. Clinical Affiliates are defined as hospitals or clinical systems that provide clinical education to Creighton University's healthcare students. Licensed clinical professionals employed by Clinical Affiliates are eligible for faculty status at Creighton University in a category hereafter referred to as "Health Sciences Associated Faculty." Health Sciences Associated Faculty may be appointed to full-time faculty positions while they are employed by a Clinical Affiliate of Creighton University. Such an appointment will apply only to clinical faculty who are engaged primarily in clinical teaching, clinical research and the provision of clinical services as employees of the Clinical Affiliates. A Health Sciences Associated Faculty member employed by a Clinical Affiliate may be offered a full-time appointment in either a Teaching-Research or Clinician-Educator category if the faculty member provides more than 100 hours of didactic teaching to health science students each year.

(2) **Definition of Tenure for Health Sciences Associated Faculty**

Tenure for Health Sciences Associated Faculty employed by Clinical Affiliates constitutes a right to automatic renewal of the Health Sciences Associated Faculty appointment. While such appointments of Health Sciences Associated Faculty employed by Clinical Affiliates generally are not directly compensated by Creighton University, the University shall employ its best efforts to ensure the following rights and protections: that Health Sciences Associated Faculty members employed by Clinical Affiliates are able to carry out all of their prescribed teaching, research, service and clinical functions contracted with Creighton University; that the academic freedom of such faculty is protected and enforced through University processes; and

that such faculty receive fair and reasonable compensation for performing their academic duties. Such faculty who hold tenure under this Section shall enjoy all of the rights and benefits attached to tenure at Creighton University, except as modified by Subsection A.3.b, *infra*.

b. Eligibility for Benefits

Health Sciences Associated Faculty employed by Clinical Affiliates are not eligible for Creighton University employee benefits. Faculty who were employed by Creighton University and who transitioned, without a break in service, to employment with Alegant†Creighton as a result of the 2012 agreement between Creighton University and Alegant Health System remain eligible for an accommodation equivalent to the tuition remission benefit to the extent set forth in the policy adopted by the Office of Human Resources November 2012, and said accommodation shall not be reduced below the levels set forth in the November 2012 Human Resources Tuition Remission Accommodation Policy.

c. Rank and Discipline(s)

Creighton University Health Sciences Associated Faculty employed by Clinical Affiliates shall be eligible to apply for tenure and/or to progress in rank in the manner set forth in Article III, Section G of this Handbook.

d. Initial Appointment to Faculty Category and Track

The initial appointment of Health Sciences Associated Faculty employed by Clinical Affiliates to a Creighton University faculty category and track shall be agreed upon by the prospective faculty member and the department chair, with the final decision resting with the Dean of the health science school or college, in consultation with the Provost and the President of the University.

e. Policies

(1) General

The employer of Health Sciences Associated Faculty employed by Clinical Affiliates is the Clinical Affiliate. The provisions of this Faculty Handbook and all other University policies and governing documents arising out of the existence of an employer-employee relationship are not applicable to Health Sciences Associated Faculty employed by the Clinical Affiliate. Voting and Representation in matters of University governance

is restricted to Health Science Associated Faculty who are tenured or on the tenure track.

(2) **Special Provisions for Creighton School of Medicine Faculty Transitioning to employment with Alegant†Creighton**

Creighton University may, consistent with its contractual relationship with Alegant Health System entered into in 2012, elect to transition School of Medicine Clinician-Educator and Teaching-Research Faculty Members in the Clinical Departments of Anesthesiology, Family Medicine, Medicine, Neurology, Pathology, Obstetrics and Gynecology, Pediatrics, Preventive Medicine, Psychiatry, Radiology and Surgery, employed by Creighton University, whether tenured or untenured, to employment with Alegant†Creighton, in which case the faculty member's employment relationship will then be with Alegant†Creighton. The timing of the faculty member's transition shall be consistent with Creighton University's contractual relationships with Alegant Health System; however, Creighton University shall give the affected faculty member written notice of its intent to transition the faculty member at least 60 days before the transition becomes effective. Upon transition the faculty member shall hold the same tenure status, as modified by this subsection, and rank, as the faculty member held prior to transition. Any faculty member who voluntarily transitioned to employment by Alegant†Creighton as a result of the 2012 contractual relationship with Alegant Health System shall hold the same tenure status, as modified by the provisions specifically applicable to Creighton School of Medicine faculty employed by Alegant†Creighton, and rank, as the faculty member held prior to transition, provided that any such faculty member agrees to resume academic duties consistent with his or her status prior to transition. In evaluating any such faculty member's post-transition application for tenure and/or to progress in rank, full credit for that faculty member's work while employed by Creighton University prior to transition shall be given. Tenured School of Medicine Clinician-Educator and Teaching-Research faculty may refuse to transition to employment with Alegant†Creighton and retain their tenured status and employment relationship with Creighton University. In the event that a tenured faculty member refuses transition to employment by Alegant†Creighton, such faculty member shall, consistent with Section III(G)(1), be entitled to an employment contract at no less than the faculty member's tenured protected salary at the time of transition. Such faculty members may engage in remunerative clinical activities only with the consent of the Dean of the School of Medicine. The Dean of the School of Medicine must, however, approve any request of a faculty

member to engage in remunerative clinical activities if the proposed clinical activity would not be in material competition with Alegent⁺Creighton. If the Dean of Medicine denies a request to engage in remunerative clinical activity, the requesting faculty member may appeal to the Provost and the President.

(3) Reporting

The Academic Council may require the Dean of the School of Medicine to report annually on matters related to the impact of the relationship between the Creighton School of Medicine and Alegent⁺Creighton.

4. 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. The Dean, in consultation with the Provost, shall make recommendations regarding all appointments to and promotions within this faculty category to the

President who shall make the decision regarding approval of such a recommended action.

5. Research Faculty

a. **Definition**

Research Faculty are full-time faculty members in the College of Nursing and Schools of Dentistry, Medicine, and Pharmacy and Health Professions who are engaged primarily in research. These faculty members shall devote at least 90% of their time towards research activities. A Research Faculty position is dependent upon securing external funding and may be terminated any time the external support is discontinued or reduced below the level necessary to fund the salary and benefits of the appointment. The term of appointment should coincide with the term of the external funding.

b. **Eligibility of Benefits**

Research Faculty shall have their benefits status established consistent with the terms of the grant.

c. **Rank**

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

d. **Tracks**

There is no tenure-track option for Research Faculty.

e. **Policies**

Research Faculty members are outside the University's tenure, non-reappointment, dismissal, and termination policies. The Dean, in consultation with the Provost, shall make recommendations regarding all appointments to and promotions within this faculty category to the President who shall make the decision regarding approval of such a recommended action. No one may exercise the option of being engaged as a Research Faculty member after June 1, 2016.

6. 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. The Dean, in consultation with the Provost, shall make recommendations regarding all appointments to and promotions within this faculty category to the President who shall make the decision regarding approval of such a recommended action.

7. **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 Instructor, Special Assistant Professor, Special Associate Professor, or Special Professor of (discipline).

d. **Tracks**

There is no tenure-track option for Special Faculty.

e. **Policies**

Initial appointment as a Special Faculty member shall be based on a recommendation by the Provost and the Dean of the appropriate School or College to the President. Special Faculty are outside the University's tenure, non-reappointment, dismissal, termination, grievance and regular promotion policies, but retain academic freedom as described in the *Faculty Handbook*. Following initial appointment as a Special Faculty member, any petition for promotion in rank will be granted if it is approved by the College or School Committee on rank and Tenure.

8. **Contributed-Service Faculty**

a. **Definition**

Contributed-Service Faculty are faculty in the College of Nursing and Schools of Dentistry, Medicine, 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, the Provost 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**

Initial appointment as a Contributed-Service Faculty member shall be based on a recommendation by the Provost and the Dean of the appropriate School or College to the President. Contributed-Service Faculty members are outside the University's tenure, non-reappointment, dismissal, termination, grievance and regular promotion policies, but retain academic freedom as described in the *Faculty Handbook*. Following initial appointment as a Contributed-Service Faculty member, any petition for promotion in rank will be granted if it is approved by the College or School Committee on Rank and Tenure.

9. 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 Provost and 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.

10. **Affiliate Faculty**

a. **Definition**

Affiliate Faculty are faculty members who are not Creighton University employees but hold a position at a contractual affiliate campus of Creighton University. These Affiliate Faculty consist of faculty members at the following sites: Creighton University School of Medicine at St. Joseph's Hospital and Medical Center (Phoenix), Idaho State University at Pocatello, and the University of Utah at Salt Lake City. Affiliate Faculty may teach Creighton University students, residents, or post-doctoral fellows, perform service activities in association with Creighton University students, residents, or post-doctoral fellows, conduct research, and/or, if appropriate to the position, engage in clinical activity which provides education and training to Creighton University students or residents.

b. **Eligibility for Benefits**

Affiliate Faculty members are not eligible for benefits provide by Creighton University. Affiliate Faculty are entitled only to benefits, if any, provided by their institution.

c. **Rank**

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

d. **Tracks**

There is no tenure-track option for Affiliate Faculty.

e. **Policies**

Initial appointment as an Affiliate Faculty member shall be based on a recommendation by the Provost and the Dean of the appropriate School or College to the President. Affiliate Faculty are outside the University's tenure, non-reappointment, dismissal, termination, grievance and regular promotion policies, but retain academic freedom as described in the *Faculty Handbook*. Following initial appointment as an Affiliate

Faculty member, any petition for promotion in rank will be granted if it is approved by the College or School Committee on Rank and Tenure.

11. 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 (Article 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.

12. 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, upon recommendation of the Provost and the Dean of the appropriate School or College. 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.

13. **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 the *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, Provost, Vice Provost, Associate Provost, Assistant Provost, Dean, Associate Dean, Assistant Dean or other qualifiers attached to the titles of President, Provost or Dean. 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 or Provost 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 decisions 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 at large in the spring election for a two-year term 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 which shall have one representative and The College of Professional Studies and Summer Sessions, which having no distinct faculty, is not represented. 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 Provost, 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 and Provost 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 Provost. 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, the Provost, 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:

Elections 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 Article III, Section G.9 of the *Faculty Handbook*. 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 Provost.

b. Membership:

i. Members

The Committee shall consist of eleven (11) members: The Provost, *ex officio*, 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 Colleges of Business and Nursing, the School of Dentistry, the School of Law, 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 Article III, Section 2.F herein, and Article III, Section G.8 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, and the Provost.
- ii. The Committee shall make recommendations to the President and the Provost 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. Vacancies on this committee shall be filled in accordance with Article III, Section 2.F herein.

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. 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 President of the University and the Provost.

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. Vacancies on this committee shall be filled in accordance with Article III, Section 2.F herein.

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 the standards and procedures set forth in Article III, Section H of 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. Vacancies on this committee shall be filled in accordance with Article III, Section 2.F herein.

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 regular 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 The College of Professional Studies 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 VI 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. Committee on Computing and Academic Technology

a. Purpose

- i. To review and advise on technological matters affecting faculty;
- ii. To review existing Division of Information Technology policies affecting the academic areas of the University;
- iii. To review the establishment of Division of Information Technology policies affecting the academic areas of the University;
- iv. To access and report annually the quality of technological services for the faculty;

- v. To suggest ways in which the Division of Information Technology can better serve and respond to the pedagogical and research needs of the University;
 - vi. To review any proposed changes in Division of Information Technology policies that may have an impact on the faculty;
 - vii. To report to the Academic Council, as needed, faculty concerns that have not been successfully resolved with the Division of Information Technology;
 - viii. To assist in communicating key information and decisions to the Creighton community to facilitate a broader understanding of strategy, policy, resource allocation, project selection, and prioritization related to the use of technology in teaching, learning, and research activities;
 - ix. To prioritize technology projects related to academic pursuits
 - x. To review proposed annual academic technology budgets, including student technology fee budget, and make recommendations on allocation of the budget in order to align budget allocation with the University's key strategic initiatives.
- b. Membership
- i. One person designated by the Provost;
 - ii. The Vice President for Information Technology or the Vice-President's designee;
 - iii. The Director of the Center for eLearning & Academic Innovation or the Director's designee;
 - iv. One member of the tenured or tenure-track faculty from each College or School elected to three-year terms at staggered intervals, and
 - v. Two members from the Faculty Council elected to one-year term.
 - vi. Deans of each of the Schools and Colleges
 - vii. The University Librarian or designee
- c. Chair

The Director for the Center for eLearning and Academic Technology shall be its chair.

d. Secretary

One member of the Committee elected from the Faculty Council shall serve as Secretary of the Committee. The Secretary shall provide regular reports of the Committee's activities to the Academic Council.

e. Meetings

The Committee shall meet at least three times each semester.

ARTICLE IV. COMMITTEES

Section 1. Standing University Committees

Standing University Committees are University-wide committees established to aid and advise on the normal and regular operations of the University. The Standing University Committees embody principles of shared governance in decision making, and as such they have some elected membership, file annual reports with Academic Council, and report to either the Council (Article III committees) or to the University President, Provost, or Executive Vice President. All committee members shall have voting privileges unless otherwise stipulated in these Statutes. Standing University Committees shall provide annual reports to the Academic Council. *Ad hoc* task forces created by the President, Provost, or Executive Vice President to address exceptional or urgent tasks or projects shall not be considered Standing University Committees; however, such a task force may be considered for Standing University Committee status through amending the statutes, provided it has some elected membership, files annual reports with Academic Council, and reports to either the Council (Article III committees) or to the President, Provost, or Executive Vice President.

Except as otherwise specified in these University Statutes, the following shall apply to elected faculty positions of Standing University Committees: Elections shall be held annually in the spring semester for all committees for which a vacancy exists or will exist by the beginning of the next fall semester. For most committees, incumbent elected faculty committee members may be re-elected for one subsequent term, after which time they will be ineligible for election to that committee for one term of three years. Terms of service shall commence on August 20 following the spring election and will continue for the designated term or until the committee member's successor takes office, if later than August 20.

Vacancies on other University Standing Committees shall be filled upon the request of the committee. Vacancies for elected members of Standing University Committees shall be filled by the University Membership & Elections Committee for faculty vacancies, the

University Staff Advisory Council for staff vacancies, the Creighton Student Union for student vacancies, and the National Alumnae/i Board for alumnae/i vacancies.

Except as otherwise specified in these University Statutes, the following persons shall direct the appointment of members to Standing University Committees: Appointments shall be made by the President, Provost, or Executive Vice President, Dean, or other administrator as stated in the related University Statute. When provided for in the University Statute, nominations shall be communicated in writing to the appointing person prior to the appointment being made. Vacancies for appointed members of Standing University Committees shall be filled by the President, Provost, or Executive Vice President, Dean, or other responsible administrator as directed in the related University Statute.

A. University Academic Policy & Administration Committee

1. Purpose

- a. The University Academic Policy & Administration Committee shall advise the Provost regarding the development and administration of academic policies with University-wide impact.
- b. It shall regularly review existing policies to ensure policies remain relevant and appropriate.
- c. It may develop new academic policies and revise existing academic policies. It may receive and consider new academic policies and revisions to existing academic policies recommended by non-members.
- d. It may comment and provide discussion on academic matters that do not rise to the policy level.

2. Membership

- a. The Vice Provost for Faculty & Academic Affairs shall serve as a voting member and committee chair, *ex officio*.
- b. General Counsel, or designee, shall be a non-voting member, *ex officio*.
- c. The Vice Provost for Enrollment Management or designee, the Vice Provost for Student Life or designee, the Assistant Dean of the Graduate School, the Registrar, the Director of the Office of Student & Family Support, the Director of the Office of Financial Aid, and the Director of the Business Office shall be non-voting members, *ex officio*.
- d. One individual from each college and school, other than the Graduate School, shall be appointed by the Dean as a voting member for a one-year term that may be renewed.

- e. One faculty member from each college and school, other than the Graduate School, shall be elected by the faculty of each college and school as a voting member for three-year terms at staggered intervals.

3. Meetings

- a. To allow for adequate input in decision making, all recommended actions involving academic policies and relevant work of the committee will normally be deliberated by the University Academic Policy & Administration Committee for two meetings before being accepted or rejected by vote at the second of the two meetings. The voting membership shall communicate matters under consideration for action with faculty, staff, and administrators in their colleges and schools.
- b. The University Academic Policy & Administration Committee shall meet regularly.
- c. When an academic policy, or changes to an academic policy are approved by a vote of the committee, the Chair shall deliver such policies to the Academic Administrators Council. If approved, the Chair will send the proposal to Academic Council for consideration and vote. If approved, the Academic Council Secretary shall so inform the Committee Chair and deliver the approved policy to the Provost, who shall consult with the President prior to a final decision published by the Provost. Following an Academic Council action not to approve, the Academic Council Secretary shall return the proposal to the Committee Chair with an excerpt from the Council minutes describing the Council's action, along with any additional explanation the Council may have about the disposition of the proposal.
- d. The Committee shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

B. University Accessibility Accommodations & Awareness Committee

1. Purpose

- a. The University Accessibility Accommodations & Awareness Committee shall advise the Provost and Executive Vice President on accessibility issues affecting University students, faculty, employees, and visitors.
- b. It shall serve as a resource to the Provost and Executive Vice President, identifying and assisting development of policies regarding accessibility issues likely to affect faculty, staff, students, and visitors.
- c. It shall assist the Facilities Management Department in identifying and supporting priority barrier removal projects in accordance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- d. It shall serve in an advisory role during new construction and renovations of buildings and campus spaces to identify and recommend means of accessibility for all members of the University community.
- e. It shall serve as a resource for the unit leaders of Purchasing, University Communications, and the Division of Information Technology, concerning accessibility issues.

2. Membership

- a. The Associate Vice President for Human Resources, or designee, shall be a member, *ex officio*.
- b. The Vice President of Facility Management, or designee, shall be a member, *ex officio*.
- c. The Executive Director of the Office of Title IX & Civil Rights Compliance, or designee, shall be a member, *ex officio*.
- d. The Vice President for Equity, Diversity & Inclusion, or designee, shall be a member, *ex officio*.
- e. The Vice Provost for Student Life, or designee, shall be a member, *ex officio*.
- f. General Counsel, or designee, shall serve as a member, *ex officio*.
- g. An administrative representative shall be nominated by the Provost and appointed by the Executive Vice President, for a three-year term.
- h. Administrative representatives shall be nominated by each Vice President and appointed by the Executive Vice President, for three-year terms.

- i. Three faculty members shall be elected by the faculty for three-year terms, at staggered intervals.
- j. Two students shall be elected by the Creighton Students Union and appointed by the Executive Vice President for one-year terms based on the calendar year.
- k. One staff person shall be elected by the University Staff Advisory Council for a three-year term.
- l. One faculty member shall be nominated by the Department of Occupational Therapy, School of Pharmacy & Health Professions, and appointed by the Executive Vice President for a three-year term and may be re-appointed for successive terms.
- m. The committee chair shall be elected by the Committee at its first meeting of the academic year and shall serve for a one-year term; the chair may be re-elected to successive terms.

3. Meetings

- a. The University Accessibility Accommodations & Awareness Committee shall meet at least quarterly and upon call of the Chair.
- b. It shall meet no later than thirty days after of the start of the academic year to provide orientation to committee members on relevant state and federal law.

C. University Assessment Committee

1. Purpose

- a. The University Assessment Committee shall advise the Provost on issues related to educational assessment through the Associate Vice Provost for the Center for Faculty Excellence.
- b. It shall foster a culture of assessment, where assessment is designed to evaluate the effectiveness of teaching-learning processes, to discover strengths and challenges within these processes, and to improve educational programs, student achievement, and the total student experience at the University.
- c. It shall foster communication among all colleges, schools, and divisions which facilitate and assess student learning.
- d. It shall coordinate assessment at the University level; shall represent all academic and co-curricular areas in articulating an integrative assessment program; and shall provide feedback and assistance to

programs, colleges, and schools to advance efforts to enhance University support for assessment.

2. Membership

- a. The Vice Provost for Learning & Assessment shall be a member and co-chair of the Committee, *ex officio*.
- b. The Associate Vice Provost for the Center for Faculty Excellence shall be a member and co-chair of the Committee, *ex officio*.
- c. Five faculty members shall be members elected by the faculty for three-year terms at staggered intervals, of whom two faculty members shall be Phoenix-based and elected from Phoenix-based faculty.
- d. One faculty member from each college or school shall be members nominated by each college or school dean, from faculty members who have been identified in consultation with the Committee co-chairs, and then appointed by the Provost for one-year terms that may be renewed.
- e. One representative from each of the following units of the University shall be members, nominated by the unit leader, who have been identified in consultation with the Committee co-chairs, and then appointed by the Provost for one-year terms that may be renewed.
 - i. One member from Division of Student Life, nominated by the Vice Provost of Student Life;
 - ii. One member from University Libraries, nominated by the University Librarian;
 - iii. One member from University *Magis* Core Curriculum Committee, nominated by the chair of that committee;
 - iv. One member from Division of Mission & Ministry, nominated by the Vice President of Mission & Ministry;
 - v. One member of the Center for Faculty Excellence, nominated by the Associate Vice Provost for the Center for Faculty Excellence;
 - vi. One member from the Office of Student Success, nominated by the Vice Provost for Student Success; and
 - vii. One member of the Analytics & Institutional Research Office, nominated by the Director of Institutional Research.
- f. Up to six additional committee members may be nominated from the faculty, administration, and staff for their skills or interests in assessment or for more complete representation of the academic interests of the

University; such nominations may be made by the Committee co-chairs and appointed by the Provost for one-year terms that may be renewed. Such nominations may include one or more persons from the Phoenix campus.

- g. Consultants may assist the Committee, at the request of the committee members when committee members need additional expertise; such consultants shall serve a time-limited particular function and shall not serve as committee members, nor shall they vote on any matter before the Committee.

3. Meetings

- a. The University Assessment Committee shall meet at least monthly during the academic year and may meet during the summer months, if need arises.
- b. Committee members must have Tuesday mornings free for meetings and *ad hoc* subcommittee meetings, and time accommodations shall be made for members attending from the Phoenix campus. All committee members should have a minimum of ten hours available monthly for the work of the Committee.
- c. Committee members should have a familiarity with the program review work and program review rubrics.
- d. Before accepting a nomination for election to the Committee, a faculty member shall be advised by the Membership & Elections Committee of the possibility of committee meetings in the summer months, although efforts will be made to avoid summer meetings. Faculty accepting nominations for election shall acknowledge a willingness to serve in this way, if asked. Appointed committee members shall be advised by the Committee co-chairs that they may be asked to serve through the summer months.
- e. Subcommittees shall meet on an *ad hoc* basis and are likely to meet through the summer months.
- f. The Committee shall meet no later than thirty days after the start of the academic year to provide training and orientation to committee members.

D. University Athletics Board

1. Purpose

- a. The University Athletics Board shall advise the President on issues related to intercollegiate athletics.

- b. It shall formulate and recommend policy relating to intercollegiate athletics.

2. Membership

- a. The Vice Provost for Student Life, or designee, shall be a member, *ex officio*.
- b. The Faculty Athletics Representative shall be a member appointed by the President and shall be appointed in accordance with applicable NCAA regulations.
- c. Eight faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- d. Three students shall be members nominated by the Creighton Students Union and appointed by the President for one-year terms based on the academic year. Of the three student members, one student shall be in a graduate program or professional school.
- e. Two alumnae/i members shall be recommended by the National Alumnae/i Board and appointed by the President for two-year terms at staggered intervals.
- f. The President of the Jaybackers, or designee, shall be a member, *ex officio*.
- g. The Director of Athletics shall be a non-voting member, *ex officio*.
- h. The President of the Student-Athlete Board of Advisors shall be non-voting member, *ex officio*.
- i. The Senior Women's Administrator shall be a non-voting member, *ex officio*.
- j. The committee chair shall be elected, in accordance with applicable NCAA regulations, by the voting members of the University Athletics Board for a one-year term and may be re-elected to successive terms.

3. Meetings

- a. The University Athletics Board shall meet regularly.
- b. Meeting agendas shall include reports from the Director of Athletics and from the Faculty Athletics Representative.
- c. Special meetings may be called by the chair or by a majority of the voting members.

- d. The University Athletics Board shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

E. University Benefits Committee

1. Purpose

- a. The University Benefits Committee shall advise the Executive Vice President through the Associate Vice President for Human Resources.
- b. It shall provide feedback to the Associate Vice President for Human Resources about employment benefits offered by the University to its employees, after a period of review that allows adequate time for feedback prior to decision making about employee benefits or changes to them.

2. Membership

- a. The Associate Vice President for Human Resources, or designee, shall be a member, *ex officio*.
- b. Four staff members, representing different areas of the University, shall be elected by the Staff Advisory Council for three-year terms at staggered intervals.
- c. An additional staff member shall be appointed by the Executive Vice President from staff persons with employee classification levels A through D.
- d. Five faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- e. An additional faculty member, with academic expertise in matters covered by the Committee, shall be appointed by the Executive Vice President for a three-year term and may be re-appointed to successive terms.
- f. One member shall be designated by the Graybackers organization of University retirees for a two-year term and may be re-appointed to successive terms.
- g. A staff person and a faculty member on the Committee shall be elected as co-chairs by the voting members and shall serve for a one-year term; they may be re-elected to successive terms.

3. Meetings

- a. The University Benefits Committee shall meet regularly.

- b. Special meetings may be called by the co-chairs or by a majority of the voting members.
- c. It shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

F. University Campus Planning Committee

1. Purpose

- a. The University Campus Planning Committee shall advise the President concerning the master plan of the University.
- b. It shall review at least annually the current master plan of the University and formulate updated plans based upon the changing realities of faculty, staff, and student needs.
- c. It shall review facility usage and campus development in relationship to the priorities of academic planning.
- d. It shall plan for the most efficient use of capital resources as they become available for physical improvements.
- e. It shall assure that the placement of facilities is aesthetically pleasing and functionally efficient.
- f. It shall 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 committee chair of the Campus Planning Committee, such proposals, if approved, shall be referred to the President for final decision.
- g. It may create subcommittees as are considered necessary by the Committee for planning specific improvements.

2. Membership

- a. The Executive Vice President, or designee, shall be a member and serve as committee chair, *ex officio*.
- b. The Associate Vice President for Facilities Management shall be a member, *ex officio*.
- c. The University Architect in the Division of Facilities Management shall be a member, *ex officio*.
- d. The Assistant Vice President for Public Safety shall be a member, *ex officio*.

- e. The Director of the Office of Student Accessibility Services shall be a member, *ex officio*.
- f. The Director of the Office of Sustainability shall be a member, *ex officio*.
- g. All other Vice Presidents and Vice Provosts, or designees, shall be members, *ex officio*.
- h. Three faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- i. Two students shall be nominated by the Creighton Students Union and appointed by the President for one-year terms based on the academic year; of the two student members, one student shall be in an undergraduate college and one student shall be in a graduate program or professional school.
- j. One alumnae/i shall be recommended by the National Alumnae/i Board and appointed by the President to a three-year term.
- k. Two staff persons shall be elected by the University Staff Advisory Council for three-year terms at staggered intervals.
- l. An external consultant may be appointed by the President as a non-voting member to serve at the President's discretion.

3. Meetings

- a. The University Campus Planning Committee shall meet at least once each semester and upon a call of the chair.
- b. The Committee shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

G. University Center for Undergraduate Research & Scholarship (CURAS) Committee

1. Purpose

- a. The University CURAS Committee shall advise the Provost through the Associate Vice Provost for Research & Scholarship on issues related to undergraduate research and scholarship.
- b. It shall foster a culture of research support and mentorship, with a specific focus on the mentorship of undergraduate students undertaking research projects.
- c. It shall foster communication among the colleges, schools, and divisions of the University to improve research support and the research achievements of faculty and undergraduate students. The Committee

shall serve in an advisory role to the Director and Assistant Director of the Center for Undergraduate Research & Scholarship and shall perform reviews of all CURAS-funded research grants.

- d. It shall provide feedback on existing CURAS initiatives, present recommendations for new initiatives, conduct thorough reviews and coordinate *ad hoc* reviews of all proposals submitted for CURAS funding.
- e. The Committee shall provide funding recommendations for submitted research proposals; final funding decisions shall be the responsibility of the CURAS Director in consultation with the Assistant CURAS Director.

2. Membership

- a. The Associate Vice Provost for Research & Scholarship shall be a member, *ex officio*.
- b. The Director of the Center for Undergraduate Research shall be a member, *ex officio*.
- c. The Assistant Director of the Center for Undergraduate Research & Scholarship shall be a member, *ex officio*.
- d. Five to eight elected faculty shall serve as members, as follows:
 - i. All colleges and schools may be represented upon nomination and election of a faculty member. At least five colleges and schools shall be represented by a faculty member elected by the faculty of that college or school for three-year terms at staggered intervals.
 - (1) It is preferred that faculty members nominated for election to the Committee be actively engaged in research involving undergraduate students.
 - (2) Nominees should have up to ten hours available monthly for the work of the Committee.
- e. Five faculty members from the College of Arts & Sciences shall serve as members and be nominated by the Dean of the College of Arts & Sciences and appointed by the Associate Vice Provost for Research & Scholarship. The nominations shall be made to ensure at least one faculty member from each of the Divisions of Humanities, Natural Sciences, Social Sciences, and Professional Studies shall be members of the Committee.
- f. External consultants may be appointed by the Associate Vice Provost for Research & Scholarship for time-limited particular matters, at the request of the committee members or the Director for the Center for Undergraduate Research & Scholarship. Such consultants shall be non-

voting guests of the Committee and shall serve at the discretion of the Associate Vice Provost for Research & Scholarship.

3. Meetings

- a. The University CURAS Committee shall meet as needed during the academic year and may meet during the summer months, if need arises.
- b. Before accepting a nomination for election or appointment to the Committee, a faculty member with a less-than-twelve-month contract shall be advised by the Membership & Elections Committee in the Call for Nominations of the possibility of committee meetings in the summer months, although efforts will be made to avoid summer meetings. Faculty accepting nominations shall acknowledge a willingness to serve in this way, if asked. Appointed committee members with twelve-month contracts shall be advised by the Committee co-chairs that they may be asked to serve through the summer months.
- c. Subcommittees shall meet on an *ad hoc* basis and are likely to meet through the summer months.

H. University Financial Advisory Committee

1. Purpose

- a. The University Financial Advisory Committee shall advise the Provost and Executive Vice President in reviewing the annual financial expenditures of the University, particularly as these expenditures affect the academic programs of the colleges and schools. However, it shall not advise on the University's total budget and capital expenditures, as such matters are the responsibility of the President and the financial officers of the Board of Trustees.
- b. The Financial Advisory Committee shall offer perspective, recommendations, review, and comments on the financial policies and practices of the University, to ensure input from the Faculty and Staff about annual budget expenditures.

2. Membership

- a. The Provost, or designee, shall be a member and serve as committee Co-chair, *ex officio*.
- b. The Executive Vice President, or designee, shall be a member and serve as committee Co-chair, *ex officio*.
- c. The Associate Vice President for Finance or other Finance representative as designated by the Executive Vice President shall be a member, *ex officio*.

- d. The Rector of the Jesuit Community shall be a member, *ex officio*.
- e. Four faculty members shall be elected by the faculty for three-year terms at staggered intervals.
- f. Three students shall be members nominated by the Creighton Students Union and appointed by the Executive Vice President for one-year terms, based on the calendar year.
- g. One alumnae/i member shall be recommended by the National Alumnae/i Board and appointed by the Executive Vice President to a three-year term.
- h. One staff person shall be elected by the University Staff Advisory Council for a three-year term.

3. Meetings

- a. The University Financial Advisory Committee shall meet at least twice a semester and shall also meet upon the call of the co-chairs.
- b. It shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

I. University Lectures, Films & Concerts Committee

1. Purpose

- a. The University Lectures, Films & Concerts Committee shall advise the Provost through the Vice Provost for Student Life.
- b. It shall plan and coordinate an annual program of lectures, films, and concerts for the intellectual and cultural enrichment of the University community, acting in coordination with the Vice Provost for Student Life.
- c. It shall oversee University processes and practices for inviting and hosting guest speakers, as set out in the *Student Handbook* and University policies.

2. Membership

- a. Three administrators shall be members appointed by the Provost for three-year terms at staggered intervals, one of whom shall be appointed by the Provost to serve as committee chair.
- b. Four faculty members shall be elected by the faculty for three-year terms at staggered intervals.

- c. Four students shall be nominated by the Creighton Students Union and appointed by the Provost for one-year terms based on the calendar year. Of the student members, two students shall be members of the Creighton Students Union, one student shall be from the undergraduate student body, and one student shall be from a graduate program or a professional student body.
 - d. One alumnae/i member shall be a member recommended by the National Alumnae/i Board and appointed by the Provost to a three-year term.
- 3. Meetings
 - a. The University Lectures, Films & Concerts Committee shall meet monthly and upon call of the committee chair.
 - b. Committee members and members of the University community may submit requests for special meetings to the committee chair.
 - c. The Committee shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

J. University Policy Committee

- 1. Purpose
 - a. The University Policy Committee shall advise the President regarding non-academic policies with University-wide impact.
 - b. It shall develop new non-academic policies and revise existing non-academic policies, as needed.
 - c. It shall regularly review existing non-academic policies to ensure policies remain relevant and appropriate.
 - d. It shall not consider policies included in the *Faculty Handbook* and the University Statutes.
- 2. Membership
 - a. General Counsel, or designee, shall be a member and shall serve as Chair, *ex officio*.
 - b. Three faculty members shall be members elected by the faculty for three-year terms at staggered intervals.
 - c. One student member shall be a member nominated by the Creighton Students Union and appointed by the President for a one-year term based on the calendar year.

- d. One staff member shall be a member appointed by the President for three-year terms at staggered intervals from each of the following operational areas:
 - i. Communications & Marketing
 - ii. Equity, Diversity, & Inclusion
 - iii. Facilities
 - iv. Finance
 - v. Human Resources
 - vi. Information Technology
 - vii. Public Safety
 - viii. Student Life
- e. One administrative representative shall be a member appointed by the Dean of each college and school for one-year terms that may be renewed.

3. Meetings

- a. The University Policy Committee shall meet regularly and upon the call of the Chair.
- b. It shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.
- c. A vote of the Committee shall be necessary for provisional approval of policies. The Chair shall deliver provisionally approved policies to the Academic Council and the President's Council for review and recommendation. Following review and approval by the Academic Council and President's Council, the Chair shall deliver recommended policies to the President for final approval.

K. University Public Honors & Events Committee

1. Purpose

- a. The University Public Honors & Events Committee shall advise the President concerning major public academic and non-academic University-wide events.
- b. It shall recommend all recipients of special citations and achievement awards.

- c. It shall recommend names of appropriate speakers for these special occasions.
- d. It shall recommend all recipients of honorary degrees in accord with criteria and procedures established by the University.

2. Membership

- a. The Provost, Vice President for University Relations, the Vice President for University Communications & Marketing, and the Director of Alumnae/i Relations shall be members, *ex officio*.
- b. Three faculty members shall be members elected by the faculty for three-year terms at staggered intervals.
- c. Two students shall be members nominated by the Creighton Students Union and appointed by the President for one-year terms based on the calendar year.
- d. One alumnae/i member shall be a member nominated by the National Alumnae/i Board and appointed by the President for a three-year term.
- e. Two staff members shall be members elected by the University Staff Advisory Council for three-year terms at staggered intervals.
- f. The Vice President for University Relations, or their designate, shall be Chair, *ex officio*.

3. Meetings

- a. The University Public Honors & Events Committee shall meet at the call of the Chair.
- b. It shall meet no later than thirty days after the start of the academic year to provide training and orientation to committee members.

L. University Staff Advisory Council

1. Purpose

- a. The University Staff Advisory Council shall advise the President in matters affecting the general welfare and working conditions of all members of the University Staff with E-M designations.

2. It shall serve as a channel for better communication between the staff and the administration.

- a. It shall represent staff in shared governance of the University.

3. Membership

- a. Membership on the University Staff Advisory Council shall be representative. One member of the University Staff Advisory Council will be elected by staff to represent every 50-75 staff members with E-M designations based on area of employment at the University. Areas that have fewer than 25 staff members with E-M designations may be combined with other areas for determination of representation. Each area of employment shall be guaranteed at least one elected representative on the University Staff Advisory Council. A count of staff shall be provided by the Human Resources Department approximately thirty days prior to the nominations process.
- b. University Staff Advisory Council members shall be nominated and elected by the staff of each area according to the following designations:
 - i. The University Administration including:
 - (1) The Office of the President
 - (2) The Office of University Relations
 - (3) The General Counsel's Office
 - (4) University Athletics
 - (5) The Division of Equity, Diversity, and Inclusion
 - (6) The Division of Information Technology
 - (7) Office of Mission & Ministry
 - ii. The University Provost including:
 - (1) The Office of the Provost
 - (2) College of Arts and Sciences
 - (3) School of Dentistry
 - (4) Graduate School
 - (5) Heider College of Business
 - (6) School of Law
 - (7) School of Medicine
 - (8) College of Nursing
 - (9) School of Pharmacy & Health Professions

- (10) College for Professional & Continuing Education
 - (11) Office of Enrollment Management
 - (12) University Libraries
 - (13) Office of Global Engagement
 - (14) The Division of Student Life
- iii. The University Operations including:
 - (1) The Office of the Executive Vice President
 - (2) The Office of University Communications & Marketing
 - (3) Public Safety
 - (4) Facilities Management
 - (5) Human Resources
 - (6) Internal Audit
 - (7) Continuous Improvement
 - (8) Finance
- c. Two representatives from the Phoenix staff shall be elected by the Phoenix staff to be on the University Staff Advisory Council due to the distance between campuses.
- d. Two non-voting members shall be appointed by the President. One shall serve as the President's representative to the University Staff Advisory Council. One shall serve as a liaison between the University Staff Advisory Council and the President's Council.
- e. One non-voting member shall be appointed by the Associate Vice President for Human Resources.
- f. Members shall be elected or appointed for three-year terms at staggered intervals.
- g. Members shall not be eligible for election until they have been employed by the University for six months. Only full-time and 3/4 part-time employees shall be eligible for election or appointment to the University Staff Advisory Council.

- h. Any elected member of the Council shall be eligible for re-election to one subsequent term after serving one three-year term, then is ineligible for a period of one year.
- i. The voting membership of the University Staff Advisory Council shall elect an Executive Committee composed of a Chair, Vice Chair, Secretary, and Treasurer to one-year terms. Executive Committee members may be re-elected to successive terms.
- j. The University Staff Advisory Council shall establish and regulate additional membership criteria as necessary to maintain representation based on area of employment at the University.

4. Meetings

- a. The University Staff Advisory Council shall meet monthly and at the call of the Chair.
- b. It shall meet no later than thirty days after the start of the academic year to provide training and orientation to council members.
- c. Supervisors shall arrange for staff representatives to be away from their work in order to attend these meetings and to participate in council activities. Such time spent in University Staff Advisory Council meetings shall count toward their regular paid working time.

M. University Status of Women Committee

1. Purpose

- a. The University Status of Women Committee shall advise the President to ensure equal opportunities and considerations be given to women in all aspects of University operations.
- b. It shall advocate on issues of relevance to female employees.
- c. It shall promote full participation and encourage the contributions of women and men in pursuing the overall goals of the University.
- d. It shall provide an annual update to the President's Council.

2. Membership

- a. The Vice Provost for Student Life or their designee, the Vice President for Equity, Diversity, & Inclusion, the Director of the Center for Women, the Associate Vice President for Human Resources, the Executive Director of the Office of Title IX and Civil Rights Compliance, a representative from University Communications & Marketing, the Senior Women's

Administrator from the Athletics Department, and one representative from the Department of Public Safety shall serve as members, *ex officio*.

- b. Six faculty members shall be members elected by the Faculty for three-year terms at staggered intervals.
- c. Six administrators shall be members appointed by the President for three-year terms at staggered intervals.
- d. Six students shall be members nominated by the Creighton Students Union and appointed by the President for one-year terms based on the calendar year.
- e. Six staff members shall be members appointed by the University Staff Advisory Council for three-year terms at staggered intervals.
- f. Two alumnae/i representatives shall be nominated by the National Alumnae/i Council and appointed by the President for three-year terms at staggered intervals.
- g. Voting members shall elect a Chair, Vice-Chair, Secretary, and Treasurer for one-year terms and may be re-elected to successive terms.
- h. Special consultants possessing relevant qualifications and expertise may be invited by the Chair to serve as non-voting members on a temporary basis.

3. Meetings

- a. The University Status of Women Committee shall meet monthly during the academic year and on call of the Chair, with subcommittees meeting 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. It shall meet no later than thirty days after the start of the academic year to provide training and orientation to committee members.

N. University Student Discipline Committee

1. Purpose

- a. The University Student Discipline Committee shall advise the Vice Provost for Student Life.
- b. It shall 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 Provost for Student Life's designee shall be a member, *ex officio*.
- b. Three faculty members shall be members 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 faculty 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 student members shall be members nominated by the Creighton Students Union and appointed by the Provost for one-year terms based on the calendar year. These student members shall include one graduate or professional student and two undergraduate students. Six alternate student members shall be nominated by the Creighton Students Union and be appointed for one-year terms based on the calendar year. These alternate student members shall include two graduate or professional students and four undergraduate students.
- d. Three staff members shall be members appointed by the Provost for three-year terms at staggered intervals. Four alternate staff members shall be appointed by the Provost for three-year terms at staggered intervals.
- e. The Vice Provost for Student Life shall appoint the Chair of the University Student Discipline Committee on a case-by-case basis.
- f. The Committee strives to have members that represent a diversity of opinions and experiences to promote fair and equitable hearings.
- g. In the unlikely event that no faculty, staff, and/or student member or alternate is available to participate in a hearing, the President, in consultation with the Vice Provost for Student Life and Chair of the Committee on Membership and Elections, shall appoint a faculty, staff, and/or student member to serve on the hearing panel from among the roster of available, former Committee members.

3. Meetings

- a. The University Student Discipline Committee shall meet at the call of the Chair.
- b. Before accepting a nomination for election or appointment to the University Student Discipline Committee, a faculty member with a less-than-twelve-month contract shall be advised by the Membership & Elections Committee in the Call for Nominations of the possibility of committee meetings in the summer months, although efforts will be made to avoid summer meetings. Faculty accepting nominations shall acknowledge a willingness to serve in this way, if asked. Appointed

committee members with twelve-month contracts shall be advised by the committee co-chairs that they may be asked to serve through the summer months.

- c. It shall meet no later than thirty days after the start of the academic year to provide training and orientation to committee members.
- d. A quorum of four Committee members shall be required to hear a case. This quorum shall consist of at least one student member and at least one faculty member. Committee members may participate in a hearing through alternate means (e.g., telephone, video conferencing) when appropriate and necessary as determined by the Chair.

4. Conflict of Interest

- a. The University Student Discipline Committee shall take necessary precautions to avoid any actual or perceived conflicts of interest.
- b. The Chair may excuse Committee members from hearing a case at the Chair's discretion. The Chair may assign Committee members, or alternate Committee members, to serve on a case.
- c. The student referred to the Committee may file a challenge to any Committee member, including the Chair, in accordance with the *Student Handbook*.
- d. Committee members who are excused in accordance with the University Statutes shall not have access to any of the materials for the case from which they are excused.

O. University Student Life Policy Committee

1. Purpose

- a. The University Student Life Policy Committee shall advise the Provost through the Vice Provost for Student Life.
- b. It shall formulate and propose policies and programs in the areas of student groups, residence halls and off-campus student life, and all areas outside of academics that affect students.

2. Membership

- a. The Vice Provost for Student Life, or their designee, shall be a member, *ex officio*.
- b. Seven student members shall be members nominated by the Creighton Students Union and appointed by the Provost for one-year terms based

on the calendar year. At least two of the students must be members of the Creighton Students Union.

- c. Three faculty members shall be members elected by the faculty for three-year terms at staggered intervals.
- d. Two staff members from the Division of Student Life shall be members appointed by the Vice Provost for Student Life to one-year terms and may be re-appointed to successive terms.
- e. One alumnae/i member shall be a member recommended by the National Alumnae/i Board and appointed by the Provost for a two-year term.
- f. The Vice Provost for Student Life, or their designee, shall serve as Chair, *ex officio*.

3. Meetings

- a. The University Student Life Policy Committee shall meet at least once each semester and on call of the Chair.
- b. It shall meet no later than thirty days after the start of the academic year to provide training and orientation to committee members.
- c. A majority of the voting members shall constitute a quorum.

P. University Title IX Advisory Committee

1. Purpose

- a. The University Title IX Advisory Committee shall advise the President through the Executive Director of the Office of Title IX & Civil Rights Compliance about issues related to Title IX compliance at the University.
- b. It shall advise specifically on federally mandated Title IX requirements and best practices regarding the reporting, resolution, and prevention of incidents of sexual and relationship misconduct.
- c. It shall inform and advise the University's existing policies, processes, programing, training opportunities, and educational materials that address the issues of sexual and relationship misconduct for compliance and effectiveness. It may evaluate staffing adequacy to meet the charges of the Office of Title IX & Civil Rights Compliance.
- d. It shall review best practices for the University's violence prevention strategy.

- e. It shall provide reports on the work and findings of the Committee to the President and the President's Cabinet at the President's request.
- f. The University Title IX Advisory Committee shall not have responsibility for or advise on the investigations or adjudications of specific cases.

2. Membership

- a. The Executive Director of the Office of Title IX & Civil Rights Compliance shall be a member, *ex officio*, and shall serve as the committee Chair.
- b. The Associate Director of the Violence Intervention & Prevention Center; the Director of Compliance and Title IX Deputy Coordinator for Athletics; the Senior Director for Community Standards & Well-being in the Division of Student Life; and the Clery Act Compliance Officer in the Department of Public Safety, shall be members, *ex officio*.
- c. Three faculty members shall be elected by the faculty for staggered three-year terms.
- d. Two faculty members shall be appointed by the University President for staggered three-year terms.
- e. Three staff members shall be elected by the Staff Advisory Council for staggered three-year terms.
- f. Two staff members shall be appointed by the President for staggered three-year terms.
- g. Three students shall be nominated by the Creighton Students Union and appointed by the President for one-year terms. Two student members shall be undergraduate students and one student member shall be in a graduate program or professional school when appointed.

3. Meetings

- a. The University Title IX Advisory Committee shall meet regularly during the academic year and at the call of the Chair.
- b. It shall meet no later than thirty days after the start of the academic year to provide training and orientation to committee members.

Section 2. Reporting Structure

A. Standing University Committees that advise the President

- 1. University Athletics Board
- 2. University Campus Planning Committee

3. University Policy Committee
4. University Public Honors & Events Committee
5. University Staff Advisory Council
6. University Status of Women Committee
7. University Title IX Advisory Committee (through the Executive Director of the Office of Title IX & Civil Rights Compliance)

B. Standing University Committees that advise the Provost

1. University Academic Policy & Administration Committee
2. University Assessment Committee (through the Vice Provost for Teaching and Learning)
3. University Center for Undergraduate Research & Scholarship (CURAS) Committee
4. University Lectures, Films, & Concerts Committee (through the Vice Provost for Student Life)
5. University Student Discipline Committee (through the Vice Provost for Student Life)
6. University Student Life Policy Committee (through the Vice Provost for Student Life)

C. Standing University Committees that advise the Executive Vice President

1. University Benefits Committee (through the Associate Vice President for Human Resources)
2. University Accessibility, Accommodation & Awareness Committee
3. University Financial Advisory Committee

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 or the *Faculty Handbook*.

ARTICLE VI. AMENDMENTS AND PUBLICATION

Section 1. Amendments of the University Statutes

Procedures for the orderly review and revision of the University Statutes shall be as follows:

- A. Any administrator, faculty or staff member may submit proposals for amending the University Statutes to the University Statutes & Faculty Handbook Committee. These proposals should be in writing using the form provided by the University Statutes & Faculty Handbook Committee.
- B. The University Statutes & Faculty Handbook Committee will submit to Academic Council for approval the proposed amendments so received that are not in conflict with the University Bylaws, the *Faculty Handbook*, and other sections of the University Statutes. Proposals not accepted by the Committee will be returned to the author with an explanation of why the proposal was found unacceptable.
- C. Proposed amendments to the University Statutes will be received by the Executive Committee of Academic Council for review and placement on the agenda of Academic Council for its consideration. Amendments to the University Statutes shall require a two-thirds vote of Academic Council.
- D. Amendments approved by Academic Council shall be forwarded to the University President. The President shall then endorse or veto the approved amendment and report that decision to Academic Council.
- E. Amendments to the University Statutes will normally take effect on July 1, provided the effective date has not been modified by Academic Council or the President.
- F. The University Statutes & Faculty Handbook Committee shall propose to Academic Council non-substantive updates and corrections to the University Statutes. With the agreement of the University President, Academic Council shall approve non-substantive updates and corrections to the University Statutes, including updates to titles, business unit names, contact information, changes to URL links, and corrections of drafting errors which are not otherwise considered amendments under this Section.
- G. A change to the University Statutes that is procedural in nature and not of substantive content, when approved by Academic Council and the University President, shall become effective upon publication of the approved minutes of Academic Council which recite the approval vote on that procedural amendment. Faculty shall be given notice of such approved procedural changes to the University Statutes through the publication of the relevant approved minutes of Academic Council.
- H. 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.

Section 2. Publication of the University Statutes

Procedures for the orderly annual publication of the University Statutes shall be as follows:

- A. The University Statutes shall be published annually by the Office of General Counsel. Such publication will normally occur by May 31.
- B. A book-printed copy of the University Statutes shall be made available in each of the University libraries, in the offices of each of the college and school deans, in the offices of each of the department chairs, and to all those faculty members who request a printed copy of the University Statutes.
- C. The University Statutes shall be made available and posted in PDF format once each year, normally by May 31, and simultaneously with the annual book-print publishing of the University Statutes. Once it is posted, the PDF copy shall not be altered until the following year.
- D. Statutory amendments that are made during the year after the annual publication of the University Statutes shall be published in an addendum to the University Statutes, along with a notation of whether the changes are deemed to be substantive, *i.e.*, contractual, in nature or procedural in nature, in accordance with the provisions of Article VI, Section 1(A). All such changes, substantive and procedural, shall be incorporated into the next annual publication of the University Statutes.