

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. FACULTY

Section 1. The University Faculty: Overview

A. Categories

The Faculty comprises appointed persons whose duties may include teaching, advising/mentoring, scholarship, service, clinical activities, or librarianship. Faculty members of Creighton University consist of Tenured/Tenure Track Faculty (full-time), Non-Tenure-Track Faculty (full-time or part-time), Library Faculty (full-time), Affiliate Faculty (Affiliate Tenure Track, Affiliate Tenured, and Non-Tenure Track) in the School of Medicine, Military Science Faculty in the College of Arts & Sciences, Contributed Services Faculty, Visiting Faculty, and honorary categories that include *Emerita/Emeritus* Faculty and University Distinguished Professors. Membership within each category, as well as the rights and responsibilities associated with each category, are set out in the *Faculty Handbook*.

B. Workload

Each college and school shall make available in writing a statement of what constitutes a customary workload for faculty members in the respective college or school. Faculty workload shall be considered in processes involving faculty evaluations.

C. Voting and Election Eligibility

1. For all University elections involving faculty or faculty representation, including elected representatives for Faculty Council, unless otherwise specifically provided in these University Statutes, faculty members eligible to nominate candidates for and to vote in University elections are:
 - a. Tenured and tenure-track faculty,
 - b. Full-time non-tenure-track faculty members with renewable appointments,
 - c. Full-time non-tenure-track faculty members with fixed appointments after three years of consecutive teaching service,
 - d. Part-time benefit-eligible faculty after three years of consecutive teaching service, and
 - e. Library faculty.

2. Faculty members eligible to be elected to serve on Faculty Council and University Committees are:
 - a. Tenured and tenure-track faculty,
 - b. Non-tenure-track faculty with renewable appointments, and
 - c. Library faculty.
3. Faculty who are not employed by Creighton University are not eligible to nominate candidates for, vote in, or be elected in University elections. All Officers of Academic Administration, including deans, associate deans, assistant deans, and other members of a dean's office, are not eligible to nominate candidates for, vote in, or to be elected in University elections.
4. All other eligibility restrictions shall be recited in the University Committee descriptions in these University Statutes.

D. Meeting of the Faculty

From time to time, the University President or Provost may convene the whole Faculty of the University. Such Meetings of the Faculty 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.

E. Faculty as Officers of Academic Administration

Faculty members may also hold positions which make them Officers of Academic Administration. These positions are designated by the titles of University President, Vice President, Provost, Vice Provost, Associate Vice Provost, Assistant Vice Provost, Dean, Associate Dean, Assistant Dean, or other qualifiers attached to the titles of University President, Provost, or Dean. Holding a title of academic administration does not of itself grant faculty status.

Section 2. The University Faculty: Leadership and Organization

A. President of the University Faculty

1. Election
 - a. The President of the University Faculty shall be an associate or full professor and tenured member of the University Faculty; employed full-time by the University; and exclusive of all Officers of Academic Administration, including deans, associate deans, assistant deans, and other members of a dean's office.
 - b. The President of the University Faculty shall be elected at large in the spring election for a two-year term by the voting eligible faculty, exclusive of all Officers of Academic Administration.

- c. Such election shall follow a fourteen-day process of nomination conducted by the Secretary of Academic Council. Each nominee shall have at least one Principal Nominator and no fewer than 15 additional endorsements gathered by the Principal Nominator and Nominee from the voting eligible faculty from a minimum of four colleges and schools. The nomination process may be conducted entirely online, provided the Academic Council Secretary provides a secure process and verifiable signatures have been submitted by the Nominee, signaling the Nominee's consent to serve if elected; the Principal nominator; and a minimum of 15 endorsers described above.
- d. Balloting shall take place in a secure election process over 10 calendar days after the close of the nominations and as near in time to the close of nominations as practicable for the Academic Council Secretary. The outcome of the election shall be announced by the Academic Council Secretary through the Office of the Provost at the close of the election process.
- e. To be elected, a properly nominated candidate must receive a majority of the votes cast in the Election for President of the University Faculty.
 - i. If no candidate receives a majority of the votes on the first ballot, a Run-off Election shall be held for the two candidates who have received the highest numbers of votes. If there is only one nominee who qualifies as a candidate, the ballot shall offer two options: YES [] and NO [], and the nominee must receive a "Yes" majority of the votes cast.
 - ii. If the nominee does not win a majority of "Yes" votes, the process for nominating candidates will begin again at the start of the next fall semester, and the incumbent Faculty President shall serve until the next President of the University Faculty is elected.

2. Re-election

- a. The incumbent may be elected to a second consecutive term and is not eligible for a third consecutive term. Additional subsequent terms are permitted following a hiatus after a second consecutive term, provided the former incumbent adheres to all rules for election and re-election.
- b. If not a re-elected incumbent, the successful candidate will be designated a "President-Elect" until her/his installation to the Presidency on August 20 following the spring election, and in that interim shall attend meetings and assist the incumbent President of the University Faculty and shall not have a vote during that time on any matters related to the Faculty Presidency unless acting as the Faculty President's designated proxy.

3. The President of the University Faculty shall be, *ex officio*:

- a. Member of President's Council,
 - b. A member of Academic Council and presiding officer in the absence of the University President, alternating meeting leadership with the Provost for such absences.
 - c. Chair of Faculty Council,
 - d. Co-Chair of the Executive Committee of Academic Council,
 - e. Chair of the University Membership & Elections Committee, and
 - f. A non-voting member of the Faculty Council Hearings Committee.
4. The President of the University Faculty shall, in recognition of the duties of this position, receive a reduction in teaching, research, clinical (where applicable), and service duties equal to one-half of the normal faculty workload of her/his college or school. That release time shall be agreed upon between the faculty member and her/his dean.

B. Faculty Council

- 1. Membership
 - a. One faculty representative shall be elected for every fifteen, or major fraction thereof, of the full-time faculty who have appointments in each college or school; who are employed by the University; exclusive of all Officers of Academic Administration, including deans, associate deans, assistant deans, and other members of a dean's office. However, no college or school with faculty appointed exclusively to it shall have fewer than two representatives on Faculty Council. The Graduate School, having no faculty appointed exclusively to it, shall be represented through the faculty of its constituent colleges and schools. At least one-half of the faculty representatives from a college or school shall be tenured.
 - b. Faculty Council representatives shall be nominated and then elected by secret, secure, online ballots by the voting eligible faculty of each college and school, exclusive of all Officers of Academic Administration. Representatives shall be nominated from the full-time tenured and tenure track faculty and full-time non-tenure-track faculty with renewable appointments within the college or school.
 - c. Elections for Faculty Council shall be held for each college and school during the months of March and April prior to the beginning of the term of office of the new members and shall be conducted by the University Committee on Membership & Elections.

- d. Representatives shall serve staggered three-year terms. An elected member may serve two consecutive terms for a total of six years of service. After two consecutive three-year terms, the faculty member shall be ineligible for election to Faculty Council for a period of one three-year term. The term of office for a Faculty Council representative shall begin on August 20 following the spring election; however, no meetings of the newly constituted Faculty Council shall occur prior to the start of fall semester classes.

2. Meetings

- a. Faculty Council shall meet independently before each meeting of Academic Council. The meetings of Faculty Council shall be chaired by the President of the University Faculty or by her/his designee and meetings may include orientation to new members. Faculty Council, as an integral part of Academic Council, shall make recommendations and nominations to Academic Council and shall provide an oral report by the President of the University Faculty at Academic Council meetings as the Report of Faculty Council. This Report shall be recorded in the minutes of Academic Council meeting.
- b. During the summer months while Faculty Council is in recess, the President of the University Faculty may call meetings of the faculty members of the Executive Committee of Academic Council to act on behalf of Faculty Council when such action is necessary.

3. Duties of Faculty Council

- a. Nominate persons for service on the university officer search committees who shall be elected by Academic Council.
- b. Nominate a faculty member for election by Academic Council as Council Parliamentarian.
- c. Nominate a faculty member for election by Academic Council as Academic Council Secretary.
- d. Elect two of its members at the inaugural meeting of Faculty Council each August to serve as its liaisons and representatives on the University Computing & Academic Technology Committee, one of whom shall serve as Committee Secretary.
- e. Deliberate and discuss matters brought to it by the Faculty Council chair, the members of Faculty Council, and the University Faculty, as the monthly agenda of Faculty Council shall accommodate, with the goal of achieving by majority vote resolution of such issues as it shall consider.

4. Secretary of Faculty Council

- a. Faculty Council shall elect a Secretary from its members at the inaugural meeting of the Council each August. The Secretary will be responsible for scheduling and calling meetings of Faculty Council in consultation with the President of the University Faculty. The Secretary shall call meetings of the Council at the request of the President of the University Faculty and each month on a date two weeks following regularly scheduled meetings of the Executive Committee of Academic Council.
- b. The Secretary shall take minutes of Faculty Council meetings and provide these minutes to Faculty Council for its approval at the following regularly scheduled Faculty Council meeting.
- c. The Secretary of Faculty Council shall be a member of the Executive Committee of Academic Council, *ex officio*, and shall represent her/his college or school on the Executive Committee.
- d. The Secretary of Faculty Council shall not serve simultaneously as the Secretary of Academic Council.
- e. The Secretary of Faculty Council shall, in recognition of the duties of this position, receive a reduction in other duties equal to one-third of the normal faculty workload of her/his college or school. The form of that reduction may be either in-kind during the relevant academic year or in another way negotiated by the faculty member with her/his dean, commensurate with a one-third reduction of regular duties in a normal workload comprised of teaching, research, clinical duties (where applicable), and service.

C. Academic Council

1. Membership

- a. The membership of Academic Council shall comprise the following:
 - i. All members of Faculty Council
 - ii. The University President
 - iii. The Provost
 - iv. The Deans of the Colleges and Schools
 - v. The University Librarian
 - vi. General Counsel shall be a non-voting observer of Academic Council, shall be present to offer advice and counsel as requested

by the presiding officer, and shall not take an active role in the substantive matters under consideration by the Council.

2. Attendance

- a. An elected member of Academic Council who is unable to attend a meeting of the Council and provides no proxy representative for that meeting shall be reminded of this absence by the Secretary of Academic Council. Representation by proxy is required when a member is not able to be present; a proxy of the same college or school is encouraged although not required. An elected member who, without a proxy, is absent for two consecutive meetings of Academic Council will receive an inquiry from the Council Secretary about whether the absences indicate a desire to resign.
- b. Absences from Academic Council meetings will be defined as the failure of a member to attend a meeting of the Council personally or to arrange the attendance of a faculty proxy and will be designated unexcused.

3. Secretary of Academic Council

- a. The Secretary of Academic Council shall be nominated by Faculty Council and elected by Academic Council at its inaugural August meeting each year.
- b. The Secretary shall maintain membership rolls of Academic Council, keep minutes of the meetings of the Council, disseminate copies of the minutes to all members of the University Faculty via the Faculty Council webpage on the Creighton University website or other digital presence, and publish to its members the agenda with its attachments at least three days prior to each Academic Council meeting. Each agenda shall be set by the Executive Committee of Academic Council two weeks prior to Council meetings.
- c. In the spring of even numbered years, the Secretary shall conduct the nominating and balloting processes for the election of the President of the University Faculty.
- d. The Secretary of Academic Council shall not serve simultaneously as the Secretary of Faculty Council.
- e. The Secretary of Academic Council, in recognition of the duties of this position, shall receive a reduction in other duties equal to one-third of the faculty member's normal workload of her/his college or school. The form of that reduction may be either in-kind during the relevant academic year or in another way negotiated by the faculty member with her/his dean, commensurate with a one-third reduction of regular duties in a normal workload comprised of teaching, research, clinical duties (where applicable), and service.

4. Technology Secretary of the Councils

- a. The Technology Secretary shall be a faculty member nominated by Faculty Council and elected by Academic Council at its inaugural August meeting each year.
- b. The Secretary shall organize and administer electronic meetings for Faculty Council, Academic Council, Executive Committee of the Academic Council to allow virtual participation of members unavailable for in-person attendance. Administration of electronic meetings includes monitoring requests for meeting access, recording in-person and virtual attendance, distributing meeting links and documents, and recording meetings for minutes purposes.
- c. The Technology Secretary shall be a member of the Executive Committee of Academic Council, ex officio, and may represent her/his college or school on the Executive Committee.
- d. The Technology Secretary of the Councils shall not serve simultaneously as the Secretary of Faculty Council or the Secretary of Academic Council.
- e. The Technology Secretary of the Councils, in recognition of the duties of this position, receive a reduction in other duties equal to one-third of the faculty member's normal workload of her/his college or school. The form of that reduction may be either in-kind during the relevant academic year or in another way negotiated by the faculty member with her/his dean, commensurate with a one-third reduction of regular duties (where applicable), and service.

5. Duties of Academic Council

- a. Academic Council shall provide an opportunity for a free exchange of ideas in matters of concern to the University Community. It shall 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. Academic Council shall advise the University President and Provost in academic matters and shall participate in the selection of University administrators and officers, as provided in these University Statutes.
- c. Academic Council, through its committees, shall advise the academic administrative officers concerning academic and faculty matters. These matters 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 the colleges and schools to the extent that such changes may affect the other colleges and schools.

- d. Each Standing Committee of Academic Council or University will normally give its advice and counsel directly to the designated University administrator or will take whatever other action that may be appropriate to its purpose and will normally do so without first reporting to Academic Council; however, the Standing Committees of Academic Council and the University Committees shall make an annual report to the Council summarizing the work of the prior academic year. Any committee impeded in what it considers to be its proper function or purpose may appeal to the Executive Committee of Academic Council for remedy.
- e. Standing University Committees may be asked to make additional reports to 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 shall be presented to the Council for discussion and advice.
- f. Policies received from the Academic Policy & Administration Committee shall require a vote of Academic Council on a motion of whether to approve; if approved, the policy shall then be reported to the President's Council for its action.
- g. Academic Council shall have the power to create *ad hoc* committees and task forces and to appoint Council members to such committees and task forces.

6. Meetings

- a. Meetings of Academic Council will be chaired by the University President when the President is present for those meetings of the Council. In the University President's absence, responsibility for chairing meetings shall be shared on an alternating basis between the President of the University Faculty and the Provost.
- b. Academic Council shall meet monthly during the academic year and meetings may include orientation for new members.
- c. A quorum of Academic Council shall consist of a majority of its elected members. Meetings shall be open to the members of the University Faculty, except when a majority of the Council members present votes to enter into executive session.
- d. Any member of Academic Council may place an item on the agenda, provided such information is submitted to the Executive Committee of Academic Council at least fifteen days prior to its meeting. A copy of the proposed agenda for each Academic Council meeting shall be sent to all Council members at least three days prior to regularly scheduled meetings; and a copy of the proposed agenda and its attachments shall be posted at the Faculty Council webpage accessible to all members of the University Faculty. Non-members may also place an item before the

Executive Committee of Academic Council for its acceptance and placement on a Council agenda.

- e. The agenda for meetings of Academic Council shall include the following items:
 - i. Approval of Academic Council minutes of the prior meeting;
 - ii. Review of the Minutes of Academic Administrators Council of its meeting(s) since the last Academic Council meeting;
 - iii. Committee Reports, including annual reports of the prior year;
 - iv. A report by the University President on disposition of actions recommended at the previous meeting and other matters;
 - v. A report by the Provost on academic matters;
 - vi. A report of Faculty Council by the President of the University Faculty;
 - vii. Reports on other relevant matters;
 - viii. Votes on whether to approve matters forwarded from the University Statutes & Faculty Handbook Committee;
 - ix. Votes on whether to approve matters forwarded from the University Academic Policy & Administration Committee;
 - x. Review and comment on matters forwarded from the University Policy Committee;
 - xi. Other items of Academic Council Business identified by the Executive Committee of Academic Council;
 - xii. Unfinished business from prior meetings of Academic Council;
 - xiii. New business arising since the last meeting of the Executive Committee of Academic Council; and
 - xiv. Announcements by Academic Council members.
- f. To allow for adequate faculty input in decision making, all recommended actions involving significant matters will normally be deliberated by Academic Council for two meetings before being accepted or rejected by Council vote at the second of the two meetings. Thus, a first reading and deliberation at one meeting will be followed by voting action at the

following meeting. With majority approval of the Academic Council members present, this rule may be waived for good cause.

- g. Proposed amendments of the University Statutes or *Faculty Handbook* shall require a two-thirds affirming vote of the full Academic Council membership.
- h. A roll-call vote may be required upon a one-fifth vote of the members present at a meeting.
- i. A Parliamentarian shall be elected by Academic Council, after nomination by Faculty Council, to assist the Chair in conducting all meetings according to *Robert's Rules of Order*. Academic Council members shall be informed that *Robert's Rules of Order* allow only votes of "Yes," "No," and Absent; attempts to abstain from voting shall be counted as "No" votes in the calculation of a majority.

7. Executive Committee of Academic Council

- a. The Executive Committee of Academic Council shall comprise the Provost, the President of the University Faculty, the Secretary of Academic Council, the Secretary of Faculty Council, Academic Council Parliamentarian, and one member from each college and school who shall be elected from and by the members of Faculty Council. The Secretary of Faculty Council shall be the representative of her/his college or school. The elected faculty members shall serve for one-year terms and be elected annually by Faculty Council at its August meeting.
- b. The Provost and President of the University Faculty shall serve as co-chairs of the Executive Committee of Academic Council. The co-chairs and Academic Council Secretary shall collaborate to provide to the committee members a meeting agenda three days in advance of each regularly scheduled monthly meeting.
- c. The duties of the Executive Committee shall be:
 - i. To schedule meetings of Academic Council and to prepare the agendas for Council meetings.
 - ii. To take interim action for Academic Council between regularly scheduled meetings and when the Council is in summer or winter recess.
 - iii. To recommend to Academic Council the establishment and dissolution of standing and *ad hoc* committees or task forces.
 - iv. To review periodically the procedures of the University Committees and to submit recommended changes to these procedures to Academic Council for approval.

- v. To review annual reports of University Committees and *ad hoc* committees and to make recommendations to Academic Council concerning committee activities.
 - vi. To provide reports to the Provost of matters of concern to or questions from their constituent colleges and schools and to convey to those constituents the information provided for that purpose by the Provost.
- d. Before accepting a nomination for election or appointment to the Executive Committee of Academic Council, a faculty member with a less-than-twelve-month contract shall be advised 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.

D. Standing Committees of the Councils

1. Elections

- a. The following will pertain to faculty elections for members of Standing Committees of the Councils:
- b. Except as otherwise specifically provided in these University Statutes, elections will be held annually in the spring semester for all Standing Committees for which a vacancy exists or will exist by the beginning of the following fall semester. With the single exception of the University Assessment Committee, 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 of three years. University Assessment Committee members are eligible for re-election for two subsequent three-year terms.
- c. 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.

2. Vacancies

- a. Vacancies on the University Rank & Tenure Committee and the Faculty Council Hearings Committee shall be filled. Vacancies on other committees shall be referred to the University Membership & Elections Committee for action at the discretion of the Membership & Elections Committee.

- b. Vacancies on the University Rank & Tenure Committee shall be filled by the University President from nominees selected by the Committee from among faculty members of the college or school for which the vacancy occurs and from among those faculty who have previously served on the University Rank & Tenure Committee. In the event no one who has previously served on the Committee is available to fill a vacancy for the college or school, then the University Rank & Tenure Committee shall submit to the President the names of other nominees from the college or school who meet the criteria for membership to fill that vacancy.
- c. Vacancies on the Faculty Council Hearings Committee shall be filled first by the Elected Alternate of the college or school for which the vacancy occurs. If the vacancy cannot be filled in that manner, then the Chair of the Committee shall appoint, with the consent of the Committee, a former member of the Committee from the college or school or, if none are available, a faculty member of the college or school with similar experience as is required by the training received by the committee members.
- d. Vacancies on the University Membership & Elections Committee shall be filled by the Chair of the Committee only upon the request of the Committee.

3. **Faculty Council Hearings Committee**

- a. Purpose
 - i. The Faculty Council Hearings Committee shall be the University body to which faculty members seek resolution of complaints and grievances after reasonable attempts have been made to work through appropriate college or school processes.
 - ii. The Committee shall receive and consider complaints and grievances filed by faculty members pursuant to the procedures described in the *Faculty Handbook*.
 - iii. The Committee shall report its work to Faculty Council and Academic Council annually, providing anonymized information about its actions for the prior academic year. It shall also report to Faculty Council as requested by Academic Council or President of the University Faculty on matters of concern to the faculty regarding the work, processes, and procedures of and issues considered by the Committee.
- b. Membership
 - i. The President of the University Faculty shall be a non-voting member of the Committee.

- (1) The President of the University Faculty shall be available for identifying and resolving issues of process, training, and reporting for the Committee.
 - (2) The President of the University Faculty shall facilitate deadlines being met for case hearings as needed, as well as assisting with other procedural matters on behalf of the Committee and in support of the Committee Chair.
- ii. One faculty member from each the following colleges and schools shall be a voting member and elected for three-year terms at staggered intervals:
 - (1) College of Arts & Sciences
 - (2) School of Dentistry
 - (3) Heider College of Business
 - (4) School of Law
 - (5) School of Medicine
 - (6) College of Nursing
 - (7) School of Pharmacy & Health Professions
 - (8) College of Professional & Continuing Education
- iii. The Graduate School, having no faculty appointed exclusively to it, shall be represented through the faculty of its constituent colleges and schools.
- iv. Committee members shall be elected by the voting-eligible faculty of each college and school from among two or more candidates nominated from its membership.
- v. A list of eight Elected Alternates who shall have received the second highest vote counts by college or school shall be maintained by the Committee. The Elected Alternates shall have the same term of service as the representative member, with the same service start and finish dates. The Elected Alternates shall participate in all training available to the committee members in order to maintain committee competence and readiness for service.
- vi. If re-elected to a subsequent three-year term, the committee member shall be ineligible for election to the Committee for a subsequent third three-year term. Notwithstanding such

ineligibility, a faculty member may be called upon by the committee chair to fill a vacancy created with the absence of a Member and Elected Alternate, as provided, *infra*, at Section 2.E.3.d.vi.

vii. At its first meeting, the Committee shall elect a Chair from among its members who have served at least one year on the Committee.

(1) The Chair of the Faculty Council Hearings Committee shall be responsible for overseeing the proper completion of all duties of the Committee, for coordinating the training of the Committee and ensuring completion of that training by all members prior to assignment of any work concerning a faculty member's complaint or grievance, and for the submission to Faculty Council of an annual report and other requested reports concerning the Committee's actions.

(2) Unless recused from hearing a complaint or grievance and concerning that recusal, the Chair may designate any committee member to serve as Acting Chair for any meeting.

viii. At its first meeting, the Committee shall elect a Secretary of the Committee from among its members who have served at least one year on the Committee.

(1) The Secretary shall be responsible for the secure maintenance of the records of the Committee; shall create, or cause to create, and maintain a written record of all the proceedings of the Committee; and shall create and maintain securely an archive at the close of each academic year of the written record of the committee proceedings of that year.

(2) All records of the Committee shall be maintained securely by the Committee in both digital and printed form.

(3) Upon election by the Committee, the Secretary shall communicate with and receive all records from the immediate past secretary and shall be provided all passwords/passcodes/passphrases and the like that are needed to access the prior records of the Committee; the new Secretary shall then ensure that all means enabling access to the records are then updated securely.

ix. Exclusion on Membership

- (1) Non-employee faculty members shall not be eligible for election to nor to elect other faculty members to the Committee.
- (2) No member of the Faculty Council Hearings Committee shall serve simultaneously (in the same academic year) on any similarly charged committee in the colleges or schools.
- (3) Faculty members with administrative positions that have personnel oversight or supervisory duties shall not be eligible for election to the Committee. Such positions include Deans, Associate Deans, Assistant Deans, Department Chairs, Program Chairs, Division Heads, and Directors of Centers, Offices, Institutes, and Programs.

c. Meetings

- i. All members elected to the Faculty Council Hearings Committee shall ensure that they are available, at a minimum, Friday afternoons through the academic year from 2 p.m. to 5 p.m. (central time) for meetings of the Committee.
- ii. Before accepting a nomination for election or appointment to the Faculty Council Hearings 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.
- iii. The Committee shall meet no later than fourteen days after the start of the academic year to provide mandatory training, elect the Chair and Secretary, and provide training and orientation to new committee members.
- iv. Meetings shall be held upon the call of the Chair of the Committee.
- v. All members shall complete annual mandatory training within thirty days after the start of the academic year.

4. **University Computing & Academic Technology Committee**

a. Purpose

- i. To advise Academic Council, Division of Information Technology, Center for Faculty Excellence, and University Libraries on academic technology matters.
- ii. To work with Division of Information Technology, Center for Faculty Excellence, and University Libraries to identify and respond to emerging pedagogical and research technology needs of the University.
- iii. To review existing academic technology policies every two years and make recommendations for changes, if needed, to Academic Council and Division of Information Technology.
- iv. To review and provide input on proposed new policies affecting academic technology; all IT policies and revisions to IT policies that may affect academic operations shall be reviewed and approved by this Committee and then forwarded to University Policy Committee or Academic Policy and Administration Committee.
- v. To report to Academic Council, as needed, on faculty concerns regarding academic technology.
- vi. To assist in communicating key information and decisions to the University community to facilitate a broader understanding of strategy, resource allocation, project selection, and prioritization related to the use of academic technology.

b. Membership

- i. The Associate Vice Provost for the Center for Faculty Excellence, or designee, shall be a member and shall serve as committee chair, *ex officio*.
- ii. The Vice President for Information Technology, or designee shall be a member, *ex officio*.
- iii. The University Librarian, or designee, shall be a member, *ex officio*.
- iv. One faculty member or staff person shall be appointed by the Provost to a one-year term and shall be a non-voting member.

- v. One tenured or tenure-track faculty member from each college or school shall be elected by the faculty of each college and school to three-year terms at staggered intervals.
 - vi. Two faculty members shall be members elected from Faculty Council and may be re-elected to successive terms; one of the two Faculty Council members shall serve as Secretary of the Committee and shall provide regular reports of the Committee's work to Faculty Council.
 - vii. One administrative representative from the Office of the Dean of each college or school shall be a voting member appointed by the Dean to a one-year term.
- c. Meetings
- i. The University Computing & Academic Technology Committee shall meet at least three times each semester.
 - ii. It shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

5. **University Membership & Elections Committee**

- a. Purpose
- i. The University Membership & Elections Committee shall solicit a roster of faculty members as nominated candidates for election to Faculty Council and to all elected faculty positions for the Standing Committees of the Councils and Standing University Committees. The process of nominating shall be known as the Call for Nominations and shall be conducted online in a manner to include all faculty eligible to nominate themselves and others, regardless of campus location.
 - ii. It shall fill vacancies on Faculty Council and for all elected faculty positions on Standing Committees of the Councils and Standing University Committees except for the University Rank & Tenure Committee and the Faculty Council Hearings Committee, which shall have separate procedures for filling vacancies.
- b. Membership
- i. The President of the University Faculty shall serve as Chair of the Committee, *ex officio*.

- ii. One faculty member from each college and school shall be a voting member elected by the faculty for one three-year term at staggered intervals.
 - iii. Elected members may serve for one term only and are not eligible for a consecutive term.
 - iv. Vacancies shall be filled by the Chair from former members of the Committee from the college or school for which the vacancy has occurred.
- c. Procedures
 - i. The University Membership & Elections Committee shall establish and regulate procedures for orderly University Faculty elections.
 - ii. It shall issue and advertise widely through the faculty a call for nominations and volunteers to serve on Standing Committees of the Councils and Standing University Committees. The call for nominations and volunteers may occur when necessary to ensure a timely election takes place each spring. Nominations to fill faculty vacancies may occur at the discretion of the Chair, with the permission of the faculty members so nominated.
 - iii. It shall seek competent candidates without placing excessive burdens on any individual, recognizing that there is no prohibition on individuals serving on more than one University committee.
 - iv. It shall support eligible faculty participation from all campuses, both on Faculty Council and on the Standing Committees of the Councils and Standing University Committees.
 - v. It shall prepare a ballot of candidates from all eligible persons for election to Faculty Council, the Standing Committees of the Councils, and the Standing University Committees. The Committee shall strive to place on each election ballot more names for each position than are actually required, so that the faculty may have a choice in voting.
 - vi. All positions on the ballot of candidates for University committees and Faculty Council shall include an option for write-in nominations.
- d. Meetings

- i. Meetings shall be held upon the call of the Chair of the Committee.
- ii. It shall meet no later than thirty days after the start of the academic year to provide orientation to committee members.

6. **University Rank & Tenure Committee**

a. Purpose

- i. The University Rank & Tenure Committee shall advise the University President on all decisions regarding faculty promotion and tenure.
- ii. The University Rank & Tenure Committee 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 standards for attaining rank and tenure.
- iii. 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.
- iv. 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 University President favoring or opposing conferral of tenure or advancement in rank.
- v. It shall make all its recommendations to the University President, together with its vote and the reasoning for its recommendations, in writing. The Committee shall provide a copy of such recommendations to the Provost.

b. Membership

- i. The Provost shall be a member, *ex officio*.
- ii. Ten faculty members shall be elected by the faculty of each college and school for three-year terms at staggered intervals. These faculty members shall be of the tenured faculty at the rank of Associate Professor or above. These faculty members shall be elected by the faculty as follows:

- (1) Two shall be from the College of Arts & Sciences;

- (2) Two shall be from the School of Medicine, one from the clinical practice and one from basic medical sciences;
 - (3) One each from the School of Dentistry, Heider College of Business, School of Law, College of Nursing, School of Pharmacy & Health Professions, and College of Professional & Continuing Education.
- iii. No member of the University Rank & Tenure Committee shall serve in the same academic year on a college or school rank and tenure committee.
- c. Chair and Secretary
 - i. At its first meeting following the first day of the fall semester, the members of the Committee shall elect a chair who shall serve for a one-year term. The Chair may be re-elected to subsequent terms. At that meeting, the Committee members shall also elect a secretary who shall serve for a one-year term and may be re-elected to subsequent terms.
 - ii. Only members who have already served for one year on the Committee shall be eligible for election as committee chair. The Chair may designate an Acting Chair for any meeting.
 - iii. The Secretary shall be responsible for the secure recording and maintenance of the minutes of the meetings of the Committee, shall assist in the constructing the report of the Committee to the University President, and shall assist in drafting the annual report of the Committee for submission to Academic Council.
- d. Procedures
 - i. Committee members shall avoid actual and perceived 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*.
 - ii. 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 perceived conflict of interest, those Committee members may be asked by the Committee to answer specific questions related to the college or school's promotion and tenure guidelines, procedures, or standards, and then shall

leave the proceedings for the duration of the deliberations on that case. Such an absence shall not constitute a vacancy.

- iii. Each candidate shall be allowed one (1) preemptory challenge that shall be considered separately from challenges arising out of conflicts of interest which shall not count as a vacancy.

- e. Confidentiality

Committee members shall maintain strict confidentiality in all Committee deliberations and business. By accepting membership on the University Rank & Tenure Committee, each member agrees to refrain from discussing the cases brought before the Committee outside formal Committee sessions, except with other Committee members in a manner designed to protect confidentiality, or as otherwise duly directed.

- f. Vacancies

Vacancies on this Committee shall be filled according to these Statutes, Article III, Section 1.F.2.

- g. Quorum

Two-thirds of the voting members of the University Rank & Tenure Committee who are not excused for conflicts of interest or by a candidate's challenge shall constitute a quorum.

- h. Voting

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

- i. Meetings

The University Rank & Tenure Committee shall meet no later than thirty days after the start of the academic year to elect the Chair and provide orientation to Committee members.

- j. Exclusion on Membership

No member of the University Rank & Tenure Committee shall serve in the same academic year on a college or school Committee on Rank and Tenure.

7. **University Statutes & Faculty Handbook Committee**

a. Purpose

- i. The University Statutes & Faculty Handbook Committee shall advise the Academic Council on matters pertaining to the *Faculty Handbook* and the University Statutes.
- ii. It shall receive, review, and evaluate proposed amendments and non-substantive updates to the *Faculty Handbook* and the University Statutes.
- iii. It shall develop procedures for the orderly review and revision of the *Faculty Handbook* and the University Statutes.
- iv. It shall regularly review and advise the deans regarding the bylaws of each of college or school about compatibility of the bylaws with the *Faculty Handbook* and the University Statutes and shall review all substantive changes to college and school bylaws for such compatibility.
- v. It shall identify all instances of incompatibility among the *Faculty Handbook*, the University Statutes, and the college and school bylaws and refer instances of incompatibility to the authoring entity for corrective action. The Committee shall work with the authoring entity to assist in that corrective action whenever necessary.

b. Membership

- i. The General Counsel, or designee, shall be a member, ex officio.
- ii. Two members shall be appointed by the University President, one of whom shall be the committee chair. Members appointed by the President shall serve no more than two consecutive three-year terms at staggered intervals.
- iii. One faculty member from each college and school shall be elected by the faculty from each college and school to serve no more than two consecutive three-year terms, at staggered intervals.
- iv. The committee chair shall vote only in case of a tie.

c. Procedures

- i. The University Statutes & Faculty Handbook Committee shall manage amendments and updates to the *Faculty Handbook* and

the University Statutes in accordance with the provisions of the *Faculty Handbook* and Article VI of the Statutes.

- ii. It shall establish a schedule for the regular and orderly review of the *Faculty Handbook*, University Statutes, and college and school bylaws.
- iii. It shall review non-substantive updates and corrections to the *Faculty Handbook* proposed by the Provost. In conducting its review, the Committee shall consider whether the proposed changes are non-substantive and whether the changes require a formal amendment process. The Committee shall provide timely written feedback on all updates and corrections proposed by the Provost and shall report the same to Academic Council.

d. Meetings

- i. The University Statutes & Faculty Handbook Committee shall meet at the call of the chair and at least twice each semester to conduct its business.
- ii. Its first meeting each year shall occur no later than thirty days after the start of the academic year to provide orientation to new and continuing committee members.

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.