

FACULTY RIGHTS AND RESPONSIBILITIES

DePaul University generally follows AAUP guidelines, (<http://www.aaup.org>) except in instances where a policy is otherwise defined in this Handbook.

ACADEMIC FREEDOM

DePaul accords academic freedom a prominent position as an integral part of the university's scholarly and religious heritage. The university attempts to create an environment in which persons engaged in learning and research exercise this freedom and respect it in others as contributing to the God-given dignity of individual persons and enhancing the academic process. University precept and tradition protect this freedom from infringement. Not only the faculty, but students and other members of the university community enjoy this freedom as they participate in the various forms of open inquiry and debate, as for example, classroom presentation and discussion, research and publication, public statements made as a citizen in one's own name, and other forms of creative expression.

DePaul University is guided by the 1940 Statement for Principles of Academic Freedom and Tenure of the American Association of University Professors, together with the Interpretive Comments, which is found in the AAUP Policy Documents and Reports, 1990. (<http://www.aaup.org/1940stat.htm>). However, the university expressly reserves the right to amend, alter, modify, and delete the same with the assent of the Faculty Council.

FACULTY OBLIGATIONS

Membership in the academic profession, in professional societies and associations of higher education, and in DePaul University entails special responsibilities. The more important of these responsibilities are summarized here as a code of professional ethics. They are subject to amendment from time to time through appropriate university action. Failure to comply with these responsibilities renders a faculty member liable to appropriate sanction within the procedural safeguards and provision for peer judgment.

Members of the Academic Profession

As a member of the academic profession, the faculty member has these obligations:

1. To seek truth; to improve scholarly competencies for this purpose; to engage in productive scholarship, research or other creative activities; and to uphold the scholarly standards of one's academic discipline.
2. To practice intellectual honesty; to acknowledge academic debts to others; and to exercise impartiality in passing professional judgments on colleagues.
3. To respect the rights of other persons to hold and express different intellectual positions; and to protect the rights, well-being, and privacy of persons involved in scientific inquiry.
4. To be accurate in making public statements in one's own name and to be mindful that in making such statements the public may judge the faculty member's profession and institution from these statements.

Members of DePaul University

As members of DePaul University, the faculty member has these obligations:

1. To respect the religious character of the university and the religious beliefs of persons of the university.
2. To adhere to non-discriminatory norms in interacting with other university personnel.
3. To preserve confidentiality required in personnel and administrative deliberations when this confidentiality is explicitly required.
4. To avoid unauthorized use of university resources or facilities for personal, commercial or political purposes.
5. To assume a fair share of faculty responsibilities for university governance and to accept and fulfill

committee appointment and other responsibilities associated with faculty status.

6. To comply with duly approved regulations and procedures.
7. To attend general university convocations.

Teacher of Students

As a teacher, a faculty member has these obligations:

1. To present to students subject matter compatible with course descriptions appearing in official university bulletins and catalogues; to avoid significant intrusion of material unrelated to the course; and to meet classes and hold examinations as scheduled.
2. To evaluate students only on the basis of academic performance and to evaluate their work without undue or unexcused delay.
3. To hold office hours, to be available to students enrolled in the faculty member's courses and to serve as a faculty advisor to other students according to the policies of the academic unit.
4. To avoid any exploitation of students for personal advantage or any coercion of the judgment or conscience of students.

Academic Administrators

A member of the faculty who holds an administrative position has these obligations:

1. To establish adequate means of communication for matters that materially affect the members of the particular academic unit and to be reasonably available for the faculty and staff of the unit.
2. To provide opportunity for joint planning and effort where appropriate and to set up and apply the structures necessary for joint action.
3. To make personnel decisions impartially; to give responses as soon as circumstances allow; and to give reasons for refusing a request if asked to do so by the person refused unless the disclosure of the reason would breach confidentiality.

4. To remain current with developments in higher education related to the sphere of the particular administrative position.

MISSION GUIDELINES

DePaul University has a long standing commitment to ethnic and cultural diversity of its faculty, staff and student body. As a university with a strong Catholic and Vincentian heritage, this commitment is particularly integral to our mission. It is also recognized that a multicultural experience is an essential part of DePaul.

Consistent with the Catholic and Vincentian heritage, DePaul University is committed to preserving an environment that respects the personal rights and dignity of each member of the community. Therefore, DePaul University will not tolerate the harassment and/or discrimination of any kind of any person or group of individuals including, but not limited to age, race, national origin, sex, religion, a person with a disability, and/or sexual orientation. Harassment is defined as any behavior (verbal, written, or physical) that abuses, demeans or victimizes any person based on the above distinctions. DePaul University reserves the right to take such actions as are consistent with its procedures to deal with such individuals engaged in such harassment and/or discrimination.

Except as concerns sexual harassment, which is handled under the separate policy, [Sexual Harassment Policy and Procedure](#), any employee of DePaul University who feels that he/she has been the victim of harassment should notify his/her supervisor, or the Vice President of Human Resources.

The complaint will be investigated immediately to determine whether it is justified. If the complaint is found to have merit, corrective action will be taken.

INSTRUCTIONAL RESPONSIBILITIES

Admits/Withdrawals

Confirmations of registration are available to all students via the university's web-based services. If the student's name does not appear on the initial class roster, the instructor should ask to see a print out of the student's course confirmation. If the course, department, or section number differs from the initial roster, refer the student to their home college or school

to resolve the matter. Students attending classes for which they are not properly registered will not receive a final grade for the course. If the course information is correct, the student may have registered after the printing of the initial roster. The instructor should add the student's name to the roster.

Students wishing to withdraw may do so in person at their college office, by letter addressed to the college or school, or by using the university's telephone registration system when appropriate. Simply ceasing to attend classes or notifying the instructor does not constitute an authorized withdrawal. Students can attend a course for the first ten days of the start of a new quarter and then drop the class at no tuition charge (fees, however, must be paid). One hundred percent (100%) of the tuition is charged after the drop deadline has been passed. There are no proportional tuition refunds.

Class Attendance

Instructors are expected to take attendance during the first week of class and again after receipt of an "update" roster (approximately the fifth week of class). This will help academic officers to identify and correct errors before grade sheets are printed. Individual faculty have the prerogative to establish course attendance guidelines. These should be stated in the course syllabus.

Class Cancellation

It is imperative that instructors meet classes for each scheduled class. In the event that an instructor is unable to attend a class because of illness or unplanned absence, he/she must inform the departmental chair (or dean) at the first opportunity. The departmental chair will then make arrangements to ensure continued student learning during the instructor's absence.

Class Hours

It is essential that students have a minimum of three hours of contact time per week with their instructor in each four quarter hour course. Faculty members are expected to conduct class for the full period and to begin and end at scheduled times.

Class Rosters

To access your class roster, go to <http://campusconnect.depaul.edu> and enter your ID and password. If you don't have them handy, click on "Campus Connection User ID and Password Lookup" at the bottom of the page and enter your nine-digit ID (Social Security Number) and old password to get your new identifiers. (Note: if you also use the PeopleSoft system directly, your User ID and Password for Campus Connection are the same as those for PeopleSoft.) If you still cannot log into Campus Connection, please visit ID Card Services so they can reset your password.

When you log in, you should see a menu item called "For Instructors" on the left side of the welcome screen. If you do not, contact Russ Patterson via email at rpatters@wppost.depaul.edu.

Select "For Instructors" then select "Class Roster". THEN SIMPLY PRESS THE "SEARCH" BUTTON (DO NOT FILL IN ANY OF THE SELECTION FIELDS ON THE TOP OF THE PAGE). THEN SCROLL DOWN TO THE BOTTOM OF THE PAGE. You should see a list of the classes that you are teaching at the bottom of the page in blue. Select the class that you wish to see.

If you do not see the classes you are teaching or you see classes that you are not teaching, contact the person in your college who handles class schedule updates.

IF A STUDENT'S E-MAIL ADDRESS IS MISSING
The e-mail address that appears on the class roster is the e-mail address that the student maintains via the web. If it is missing, you can ask the student to update their e-mail address on the web.

PRINTING YOUR CLASS ROSTER

You can print your class roster from the web using your web print function (CTRL-P).

DOWNLOADING YOUR CLASS ROSTER TO MICROSOFT WORD

1. Pull up your class roster in Campus Connection.
2. Select all of the rows of student data in the Campus Connection Class Roster. Note: Do not select the entire roster; only select the student data; start your select with the ID of the first student.
3. Press CTRL-C to copy the student data.
4. Open a new document in MS Word.

5. Press CTRL-V to paste the student data into the MS Word document.
6. Press CTRL-A in the MS Word document to Select All.
7. In the MS Word document, select Table - Convert Text to Table.
8. In the "Convert Text to Table" dialog box:
 - Enter 8 in the "Number of Columns" field.
 - "Column Width" should be set to "Auto"
 - "Separate text at" should be set to "Paragraphs".
 - Press OK.

ADDITIONAL STEPS TO GET YOUR CLASS ROSTER INTO MICROSOFT EXCEL

9. In the MS Word document with your class roster, press CTRL-A to select all.
10. In MS Word, press CTRL-C to copy the roster.
11. Open up a new document in MS Excel.
12. Press CTRL-V to past the roster into Excel.
13. Press CTRL-A to select all in Excel.
14. Select Format - Column - Autofit Selection.

Notice to Students

There are times when it is important to convey messages to students through announcements made in class. Instructors' cooperation in making these announcements is appreciated.

Requirement of a Syllabus for Every Course

All faculty are required to prepare written course syllabi for each course they teach at DePaul. At a minimum, syllabi should contain the following information:

1. A rationale for the course stated in the context of the aims of the department and/or division;
2. A statement on the types of instruction (i.e., lecture; lecture-discussion; lab; etc.);
3. Specific materials required for the course (books, pamphlets, library materials, etc.);
4. Proposed major and minor topics to be covered in the course;
5. Specific required readings, and written and oral assignments (inclusion of tentative dates for such assignments is desirable);
6. Specific descriptions of the criteria and methods (i.e., nature of quizzes and examinations) to be used by the instructor in evaluating students' academic performance;
7. Statement on plagiarism; and,

8. Instructor's office number and office hours for the term in which the course is being offered.

Each faculty member must, during the first class session, give each student a copy of the syllabus as drawn up within the guidelines outlined above. A copy must be submitted to the college or school.

Course Examinations

In all courses at the midpoint of the quarter, students will be informed of their achievement to date; normally a final examination is required in all courses. To provide additional flexibility for faculty members, a formal mid-term or final examination is not required if the instructor has other ways of evaluating student achievement.

Time for Submitting Final Grades

As a matter of administrative policy, all final grades are to be submitted within seventy-two hours of the last examination in all academic units of the university, except for the College of Law, which follows a different calendar.

Inability to Meet a Class/Substitute Teaching

A faculty member who is unable to meet a class is responsible for seeing that students are not thereby deprived of learning opportunities. This responsibility may be met by scheduling the necessary number of make-up classes at a time convenient to the students, requesting the assignment of a substitute instructor, or making other appropriate arrangements. In all instances of absence, the faculty member must inform the academic dean or departmental chair (where appropriate) of the facts regarding the absence, the reasons for it, and the measures taken to provide the students with the requisite learning experiences. Deans and departmental chairs may require the information to be in writing.

If a class is to be canceled, the instructor shall inform the students beforehand, if at all possible. When the students have not been thus informed, the academic dean or departmental chair (where appropriate) will attempt to let the students know that the class has been canceled, particularly an evening class attended predominantly by part-time students.

TEACHING ASSIGNMENTS FOR GRADUATE ASSISTANTS

Assignment of full responsibility for teaching a course is limited to persons who have full time or part time faculty appointments in the university. In exceptional cases, a graduate assistant may be given such an assignment if the graduate assistant is in a doctoral program and has already successfully completed the master's degree or its equivalent.

OBLIGATIONS OF FACULTY TO ATTEND UNIVERSITY CONVOCATIONS

All full time faculty members are expected to attend all general university commencements and convocations as a normal faculty obligation.