

WORKLOAD

Faculty Assignments

Formal assignment comprises only part of the academic life of the faculty. As professionals, faculty members are expected to engage in many activities that are not official duties, particularly those that contribute to the good of the public and the University, their academic discipline, and their own professional development.

Responsibility for Assignments

The chair makes faculty assignments, subject to approval by the dean. In colleges without a departmental structure, the dean makes the assignments.

Teaching

Full-time and Part-time Faculty

The primary function of the University is instruction; hence, teaching constitutes the majority of faculty assignments. The normal teaching load is nine full courses per academic year, usually three per quarter, unless the established policy of a given academic unit to a particular faculty contract specifies the contrary. This load may be reduced if particular faculty courses place especially extensive demands on faculty time or if faculty members receive formal assignment in other functions. Only in exceptional instances is a faculty member asked to teach more than a normal load. In such instances, the faculty member receives additional compensation not less than the salary paid to a part-time faculty member for teaching a comparable course.

A teaching assignment may include student advisement, which requires that faculty members keep a sufficient number of regularly scheduled office hours at times appropriate for the needs of the students and that they be of mutual convenience. A teaching assignment also entails services normally associated with faculty status and responsibilities. Supervision of independent study is entirely voluntary and is not calculated as part of the teaching load. There is no pay for independent study. However, supervision of independent study is counted toward faculty performance in yearly evaluations for salary adjustment or contract renewal and for evaluation for tenure or promotion.

Faculty assignments to off campus instruction gener-

ally are incorporated into the regular teaching load, warranting no additional compensation. Part-time faculty may be assigned to off campus instruction on the same basis as on campus assignments.

Administrators

Administrators may be given teaching assignments; however, they normally are not entitled to additional compensation for teaching. Administrators or staff personnel whose responsibilities do not include teaching, and who almost invariably do not have faculty status, may, in special instances, be assigned to teach a course. This teaching assignment is normally to be considered an integral part of the person's responsibilities for which there is no additional compensation. Should an administrator be asked to teach a course offered by another university, he or she would be under the same restrictions applicable to faculty teaching outside the University.

Administrative personnel who have faculty status may be assigned a course during the summer session, but such an assignment is considered to replace some administrative functions during this period. The administrator is not to receive additional compensation.

Graduate Assistants and Fellows

Assignment of full responsibility of 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.

Summer Session Assignments

Faculty members with a 10 month contract may accept or decline courses offered to them during the summer.

Activities Outside the University

Faculty members are encouraged to pursue activities outside the University that contribute to DePaul's mission, including social, civic, and religious activities, service to one's professions and professional associations. However, because a full-time faculty appointment implies a full commitment to DePaul University, outside activities must conform to the following limits:

• They must not interfere with the faculty member's commitment to the full academic life of the University, including teaching, research, student advisement, governance and related responsibilities.

Emergency School Closing

“ During the regular academic year, the faculty member must give precedence to University responsibilities.

“ Two additional limits apply to outside activities for which the faculty member receives remuneration:

— they must be professional activities that contribute to the professional development of the faculty member or provide expertise to the community;

— over the course of a year, they must not exceed the equivalent of one day per work week.

“ The faculty member will supply whatever supporting services are required for outside activities. Only with the prior approval of the dean shall faculty member enlist the services of University personnel or employ University supplies and equipment for these activities.

“ Each January, faculty members must submit a annual report on their work related activities with a firm, agency, or institution if they (i) serve on a continuing basis as a consultant to in another capacity; (ii) are continuing members or officers, or (iii) normally work once a week, even if less than a full day. The report is to go to the dean, with a copy to the department chair in colleges organized into departments.

“ The faculty member is primarily responsible for determining whether outside activities are compatible with the responsibilities of a faculty member. Nevertheless, the dean must ultimately decide whether a faculty member’s outside activities conform to the limits previously enumerated. Deans may place specific restrictions on outside activities in order to have them conform to policy.

“ Teaching at another institution while under contract at DePaul is permitted only in those specific instances for which the dean has given written approval.

“ Material violation of this policy is considered a violation of the faculty contract and could be cause for abrogation of contract and termination of tenure in accordance with the policies and procedures in the Section *Separation*.

WORKING CONDITIONS

The decision to cancel classes or close offices for the entire University is the responsibility of the President of the University. This action is guided by public policies and evaluation of the functioning mass and vehicular transportation and access to University facilities.

If classes have been cancelled, that decision will be announced on the following radio or television stations:

WBBM - 780 AM	WFLD - TV Ch. 32
WBBM - 96 FM	WUSN - 99.5 FM
WGN - 720 AM	WMAQ - 670 AM

A recorded message will also be available on the University’s main number (312) 362-8000. Calls to this number are discouraged because the volume of calls severely burdens the system. If the University is to be closed, the decision will be made by 6:00 o’clock A.M., and the announcement made shortly thereafter. Still another way to learn whether DePaul has cancelled classes or closed the University is by calling 1-900-407-SNOW (\$0.95 per minute).

Security Department

The Security Department serves the Chicago campuses of DePaul University 24 hours a day, seven days a week. It is a service oriented unit established to meet the specialized needs of an urban university. Faculty are encouraged to report criminal activities or suspicious persons to security or police. Emergency telephone numbers are:

Chicago Campuses - Security:

Loop — 25 E. Jackson	362-8400
Lincoln Park — 2315 N. Kenmore	362-8333
Chicago Police/Fire Dept./Paramedics 9-911	

Suburban Campuses - Security:

*O’Hare	(708) 297-2200
*Oak Brook	(708) 531-8206

Suburban Police/Fire/Paramedics:

O’Hare/Des Plaines	(708) 824-3116
Oak Brook/Westchester	911

*Not served by DePaul University Security

Drug Free Workplace

In accordance with the Drug Free Workplace Act of 1988, the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by DePaul University. Violation of this policy will result in discipline up to and including termination. Anyone employed by the University who has a drug problem or drug related difficulty may contact the Mental Health Center for a confidential referral to a drug treatment program. For further information about DePaul's Drug Free Policy, contact the Office of Human Resources.

Smoking Policy

Purpose

DePaul University is committed to creating a healthy, productive environment for its students, faculty and staff. While it is not the intent of the University to take issue with the smoking preference of individuals, smoking in the work place is a matter of continuing concern to many. Because there is indisputable evidence that smoking is detrimental to the good health of smokers and nonsmokers, and because the Clean Indoor Air Ordinance of the City of Chicago requires all employers to adopt a Smoking Policy, DePaul University has adopted such a policy that respects the wishes and needs of everyone. It applies to students, faculty, staff employees and all visitors and guests of the University.

Policy

In common work areas shared by two more employees, a demonstrated effort should be taken to make reasonable accommodations to satisfy the preference of the nonsmoker.

Enforcement of nonsmoking areas shall be in accordance with the Clean Indoor Air Ordinance. In any dispute under this policy, the health concerns of the nonsmoker shall prevail.

In cafeterias, dining rooms, lounges, and other public areas, smoking shall be permitted only in identified smoking sections. Smoking is never permitted in classrooms, bathrooms, hallways or stairwells.

The following buildings have designated smoking areas:

Alumni Hall	Section of Blue Demon Room
Stuart Center	Section of cafeteria/north lounge
Theater School	Court Yard
DePaul Center	Section of 11th Floor cafeteria

All other buildings are considered to be nonsmoking facilities.

Copyright Laws

In reproducing material originated by others, faculty must be careful not to violate copyright laws. In this regard, at a minimum, it is necessary that faculty:

- .. read carefully and comply with the copyright statement contained in the original material;
- .. obtain permission for reproduction from the author or publisher, where such is required, prior to duplication in whole or in part;
- .. quote or otherwise give due credit where verbatim extracts are made;
- .. footnote and give due credit where concepts are borrowed substantively from a copyrighted documents; and
- .. arrange, where required, to pay royalties for the use of copyrighted material.

Only the campus bookstores are authorized to sell photocopied materials. Outside vendors are not allowed to sell materials in the classroom.

Use of Human Subjects

In order to protect the rights, well being and personal privacy of individuals, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of DePaul University, the policies and procedures described below have been established for the conduct of investigations involving human subjects.

General Principles

The following general principles apply equally to all

investigations involving human beings, whether carried out solely with University resources or with the assistance of outside funds. The University assumes responsibility for communicating and explaining these principles to University personnel, and for providing procedural guidelines to effect their observance:

1. DePaul University and the individual members of this full-time faculty, staff and student body engaged in investigations recognize their responsibility for protection of the rights and welfare of human subjects.
2. Appropriate professional attention and facilities shall be provided to insure the safety and wellbeing of human subjects. No subject in an investigation shall be exposed to unreasonable risk to health or wellbeing.
3. The confidentiality of information received from subjects in experiments or respondents to questionnaires shall be fully protected, both during and after the conduct of an investigation.
4. Before a subject participates in an investigation involving risk or substantial stress or discomfort to him/her, the risks shall be carefully explained to him/her; the investigator shall be satisfied that the explanation has been understood by the subject; and the written consent of the subject shall be obtained and kept as a matter of record. The subject will keep a copy of the written consent.
5. A request by any subject for withdrawal from an investigation shall be honored promptly without penalty.

Procedures

The specific review procedures described below apply:

1. To all investigations supported by the non-University funds in which such action is required by the grantor (e.g., the U.S. Public Health Service).
2. To other investigations, not thus supported, which involve the likelihood of risk or substantial stress or discomfort to the subject.
3. To investigations which include the administration of personality tests, inventories, or questionnaires of a personal and sensitive nature.

4. To investigations involving health care procedures of any kind which are not principally for the benefit of the subject, or which include diagnostic or therapeutic measures that are not yet standard.

5. To other investigations in which the subject is not fully informed as to the procedures to be followed.

Investigations not falling in any of categories (1), (2), (3), (4), and (5) are exempted from the procedures set forth below, with the exception of departmental review and approval, but must conform to the general principles stated above. It shall be the responsibility of the department chair (or director or dean, where appropriate) to determine on the basis of the criteria set forth in Section 2 above, whether an investigation proposed by a member of his/her department must be submitted to a University review committee. It shall be the obligation of the investigator to bring any proposal involving the use of human subjects to the attention of his/her department chair.

It is not the intent of these University policies and procedures to interfere with the normal delivery of health care services by members of the University, or with normal instructional practices.

The specific review procedures are as follows:

1. Before beginning a study that employs human subjects, the investigator shall submit an application or statement to his/her department chair which, together with any appropriate supporting material, provides an adequate basis for approval or disapproval by the chair, and for a determination by the chair as to the need for submittal to a University review committee. If such further review is required, a completed "Application for Approval of Investigation Involving Use of Human Subjects" form approved by the department chair and accompanied by any appropriate supporting material, shall then be forwarded to the cognizant University review committee which will review the application in the light of the general principles stated above.

2. The investigator shall include in the application a description of the manner in which the rights and welfare of the participants are assured, e.g., how their mental and physical wellbeing and privacy are protected and how their informed consent is obtained, or why fully informed consent is deemed unnecessary or impractical in the particular circumstances.

3. No investigation within the purview of these procedures shall be initiated until approval has been given by the cognizant University review committee.

4. Any investigation which undergoes substantial modification of design affecting the rights or welfare of the human subjects involved must be resubmitted to the cognizant review committee. It shall be the responsibility of the investigator to request such review prior to initiation of the modification.

5. Responsibility for review and approval of proposed investigators is vested in the DePaul University Committee on Human Subjects. The membership of this committee is constituted to assure a broad range of competencies.

6. Approval of a proposed investigation is granted for a period of one year commencing with the anticipated beginning date of the investigation. Continuation or renewal proposals must receive the same critical review as initial applications.

7. To expedite departmental consideration of proposals, including approval or disapproval and the determination of whether formal University review is required, a department chair, director, or dean may appoint an advisory committee of faculty in his/her discipline or University unit.

8. A recognized function of the DePaul University Committee on Human Subjects shall be to provide advice and guidance to investigators regarding the protection of the rights and welfare of human subjects.

9. The cognizant review committee will normally require, for a proposed investigation under consideration, that the written consent of parent, guardian or appropriate authority be obtained before an individual under eighteen years of age, or an individual who has a mental infirmity, may participate in any investigation which is of such a nature as to require review under these procedures.

10. The proposed procedure and specific instruments (including tests, questionnaires, etc.) to be used in any investigation conducted by University students in connection with academic work must be reviewed by a supervising faculty member, who will refer such proposals to the department chair for approval and for deci-

sion as to whether University review, as provided above, is necessary.

11. If a subject registers a complaint, the investigator shall attempt to relieve the complaint by explanation of change of procedure. If the investigator finds that he/she cannot satisfy the complaint, he/she may refer him/her to the appropriate chair, director, or dean, or the chair of the DePaul University Committee on Human Subjects.

DePaul's Institutional Review Board

Under the National Research Act of 1974, the University is required to have its own review board. The federal regulations regarding the scope and procedures for this review board are subject to constant change. The guidelines for the operation of this board are available in the Office of Sponsored Programs and Research.