



Georgetown University
 University Faculty Senate

**Minutes of the Georgetown University Faculty Senate
 Thursday Feb. 16, 2006
 Leavey Program Room
 (approved 3/14/06)**

In Attendance:

PRESENT: D. Betz, P. Betz, Boettcher, Bondurant, Clarke, Connor-Linton, Cumby, Davis, Engler, Friedman, Goldfrank, Hirsh, Keesling, Kertesz, Larsen, Lamiell, Lieber, R. Manuel, McCabe, McFadden, S.J., Mueller, J. Murphy, G. Owens, J. Peck, Pedrick, Pfeiffer, Ronkainen, Shedel, Tilden, Walsh, S.J., Weiss.

ABSENT: Aleinkoff, Andrews, Arend, Bates, Bennett, Bloch, Doug Brown, Byrne, Canzoneri, Cleary, Cohn, G. Daly, Diamond, Dimolitsas, Dover, D. Eagles, Ernst, Fink, Furth, Gale, Gallucci, Glazer, Haft, Hauser, J. Heath, Iglarsh, Joyner, G. Mara, E. Moore, Moran Cruz, Moscovitch, Norton, Oakley, J. O'Donnell, Richmond, Sue Ross, Sandberg, Shad, Shambaugh, Sistrunk, Sitterson (sabb 06), Taylor, Tinkcom, Toporowicz, Verbalis, Vroman, Walker, T. Walsh, Walters (sabb. '06), Weidenbruch, Witek, S.J., Zukowska.

GUESTS: Stefani Blair (Blue & Gray); Gloria Massaro, Todd Olson (VP, Student Affairs), Judith Tucker (History), students from the Palestinian Solidarity Movement

Business: The meeting called to order at 5:20 p.m. and adjourned at 6:30 p.m.

1. Approval of the minutes of the meeting of Jan 17, 2006

Motion #1: that the minutes of the previous meeting (Jan. 17, 2006) be approved. The motion was seconded and passed as follows:

Aye	Nay	Abstain
28	0	1

2. Confirm Appointments

The Steering Committee asks the Senate to confirm the following appointments (below):

- a. Michael Ullman (Neuroscience) to the Graduate School Dean's Search Committee.
- b. Wally Mlyniec (Law) to the Development Group.
- c. Rhonda Friedman (Neurology) and Joe Verbalis (Medicine) to the Medical Center EVP Search Committee

While questions were raised with respect to the Graduate School Dean's Search Committee and whether there was adequate representation of some interested groups, the committee already is large and was considered broadly and adequately representative. The following motion was proposed and seconded:

Motion #2: that the appointments be confirmed. The motion was passed as follows:

Aye	Nay	Abstain
28	0	1

3. Update from Todd Olson concerning the Palestinian Solidarity Movement Conference.

Todd Olson presented a brief report on the preparations for the upcoming Palestinian Solidarity Meeting Conference. The university anticipates 500-600 participants, including several groups of protesters. None of the groups that have indicated their intent to protest the meeting is affiliated with GU. The meeting organizers have endorsed the university's free speech policies and have agreed to abide by all university regulations and requirements. The Senate discussed at some

length the university's position on the conference. While it is evident that some members of the GU community will likely find statements made at the meeting to be controversial or offensive, the primary limitations on unacceptable speech relate to speech that might directly and/or immediately incite violence or represent threats to harm others. All sessions will be monitored by Faculty and Student representatives selected by the university, any person that violates university policies will be rapidly sanctioned. Staff from the Department of Public Safety will be stationed near all meeting locations. There was a broad consensus that the university has prepared effectively for the meeting but the university's willingness to allow the meeting to go forward was again questioned. When asked if the university would support a meeting that challenged core Catholic values, Todd Olson indicated that each request would be individually considered and the university did not have a policy that would automatically prevent such meetings on campus.

A motion to endorse President DeGioia's recent statements on divestment in Israel (Faculty Town Hall meeting of Jan 20, 2006) was proposed and seconded, and then tabled. No further action on this motion was taken at the meeting.

Motion #3: The motion to table the above motion was passed as follows:

Aye	Nay	Abstain
22	5	1

4. Continue discussion of the "Faculty Rights and Responsibilities" section of the Faculty Handbook.

The draft of the proposed changes to these sections of the Faculty Handbook (appended to these minutes) was discussed at length. Several concerns were raised with the introductory section and some revisions were requested. For example, the use of "finest" to qualify the "research, teaching and service" may leave the text open to misuse or misinterpretation; "excellent" was suggested as an alternative, since it is used in the rank and tenure section. Reference to recourse to the Grievance Code should be extended to include other applicable procedures in the Handbook. Clarification of the criteria for faculty evaluations (such as promotion, tenure) should explicitly refer to the responsibilities of faculty specified in this section of the Handbook. The section on Academic Freedom also requires significant modifications, particularly in the area of freedom of expression. For example, Section V part A, subsections 2 and 3 might be more effectively combined and reworded to better address protections for the freedom of expression in all its forms. Wayne Davis agreed to have the appropriate committees rework the wording of these sections and bring a revised document back to the senate for approval. He asked whether there were concerns about other provisions of the section, such as the subsections H12 and I, and there appeared to be none.

A motion to adjourn was proposed and seconded.

Motion #4: that the meeting adjourn. The motion was passed as follows:

Aye	Nay	Abstain
9	0	0

Documents Appended to the minutes of Feb. 16, 2006

1. Proposed Revision to “Faculty Rights and Responsibilities.”

Draft of Proposed Revision to “Faculty Rights and Responsibilities.” February 13, 2006

IV. Definition of Faculty

A **faculty member** is anyone so designated in a letter of appointment from the President or an Executive Vice-President of the University. Ordinarily, a faculty member is appointed to a department, school, or other academic unit, and may have one or more secondary appointments. A faculty member’s title, rank, and responsibilities are determined by the Executive Vice-President or President, and specified in the letter of appointment before the effective date of the appointment.

A **tenure-line faculty member** is a faculty member who is tenured or tenure eligible as specified in the letter of appointment.¹ A tenure-line faculty member holds one of the four academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. The responsibilities of tenure-line faculty members include teaching, research, and university service.

All other faculty members are **non-tenure-line**. The responsibilities of non-tenure-line faculty include teaching and/or research, and may include service. Non-tenure-line faculty hold various titles defined in the three campuses.

Unless explicitly specified otherwise, the rights and responsibilities set out for faculty in this Handbook are applicable to all faculty, non-tenure-line as well as tenure-line, part-time as well as full-time.

In recognition of their role in teaching and research, individuals appointed as professional librarians share certain faculty rights and responsibilities specified in the *Faculty Handbook*. Professional librarians are not members of the faculty unless so appointed by the President or Executive Vice President.

V. Faculty Rights and Responsibilities

A member of the faculty of Georgetown University has rights and responsibilities designed to foster and support the finest teaching, research, and service. If a faculty member’s rights are violated by administrative action, he or she may seek remedy through the Grievance Code (Section XV). A faculty member’s tenure, promotion, annual merit reviews, or other performance evaluation shall be based on how well a faculty member fulfills his or her responsibilities. Any failure to fulfill these responsibilities makes the faculty member liable to appropriate disciplinary action (Section XIV). Lack of action by administrative officers does not nullify a specified responsibility or make it unenforceable.

Faculty rights and responsibilities shall include but not be limited to the following:

A. Academic Freedom

Academic freedom is essential to teaching, research, and service, and thereby to the common good to which universities are dedicated. Academic freedom entails the rights of free inquiry and free expression, and the responsibilities of intellectual honesty, respect for the academic rights of others, and openness to change. All members of the faculty, in common with all other members of the community, must refrain from acts which interfere with the academic freedom of other persons within the University, and share responsibility for maintaining a professional atmosphere in which violations of academic freedom and responsibility are unlikely to occur.

Academic freedom entails the following more specific rights, subject only to limitations stated elsewhere in the *Faculty Handbook*:²

¹ Earlier editions of this handbook used the term “Ordinary” for tenured or tenure-eligible faculty.

² Material in this section is drawn from the following AAUP *Policy Documents and Reports*, 9th Edition (2001): “1940 Statement”(pp. 3-5); “1970 Interpretative Comments” (p. 5); “Academic Freedom in the Medical School” (p. 111); “Joint Statement on the Rights and Freedoms of Students” (p. 262); “Assignment of Course Grades and Student Appeals” (p. 114); “Academic Freedom and Artistic Expression”(p. 35); “Joint Statement on Faculty Status of College and University Librarians” (p. 238).

1. The right to freedom in research and in the publication of one's results.
2. The right to freedom of expression in discussing the subject of one's courses in class and in all other aspects of university life.
3. The right to freedom of artistic expression in the classroom, studio, workshop, and public presentations for faculty members working in the visual and performing arts.
4. The right to select the materials and approach, make the assignments, and evaluate student academic performance in one's classes, without being overruled by the chair, dean, or other administrative officers
 - a. In a team-taught or multi-section course, this right shall be assigned to a single participant, or divided among participants, in accordance with department or school policy.
 - b. The grade assigned by a faculty member may be overruled only as the result of an appeal procedure approved by the faculty governance body responsible for academic policy in the campus or school governed by the policy. Such procedures should provide for faculty committee to review the appeal and authorize any resulting change in a grade. The procedures should be designed to protect students against prejudiced or capricious evaluation in which the professor uses inappropriate criteria or ignores stated procedures and grading standards.
5. The right to be free from institutional censorship or discipline when speaking, writing, or acting as a private person. Faculty should not attempt to speak or act for the University, or give the impression of doing so, unless appropriately authorized.

Professional librarians similarly have the right of academic freedom even if they are not appointed members of the faculty or eligible for tenure. They have this right in as much as they instruct students formally and informally, advise and assist faculty in their research, and conduct research of their own; they also serve as trustees of knowledge, responsible for with ensuring the availability of information and ideas, no matter how controversial, enabling teachers to teach and students to learn freely.

B. Fair and Respectful Treatment

All faculty have the right to be treated fairly, respectfully, and professionally by other members of the University community, and the responsibility to treat other members in the same manner.

1. Members of the faculty are to be free from arbitrary and capricious action on the part of the University administration and other faculty with respect to decisions on matters including but not limited to compensation, tenure, promotion, and teaching and service assignments.
2. Every faculty member is entitled to protection against discrimination by the institution that is illegal or unconstitutional, or without basis in the faculty member's professional performance, including but not limited to discrimination on the basis of race, sex, sexual orientation, religion, national origin, citizenship, political affiliation, personal appearance, age, disability, veteran status, marital status, or parental status.
3. Members of the faculty are to refrain in the course of their academic duties from committing or inciting unlawful acts, acts of physical violence against individuals or property, acts which create a hostile environment, or acts which interfere with the freedom of speech or movement of others.
4. The right of fair treatment applies to professional librarians even if they are not members of the faculty.

C. Religious Tolerance and Respect

Members of the faculty have a responsibility to recognize and respect the fact that Georgetown University is a Jesuit university committed therefore to Catholic principles and religious values. This places no obligation on faculty members with regard to their personal beliefs or religious practices, or their teaching or research. Members of the faculty also have a responsibility to respect the right of members of the Georgetown community to hold different religious views.

D. Confidentiality

While most aspects of university life benefit from open processes and free access to information, some require full information and candid evaluations that can be obtained only when protected by confidentiality. Some information, moreover, is protected by law or University policy in the interest of privacy or fair treatment. Faculty members' basic responsibilities with respect to confidentiality are set forth below. In addition, University Counsel can be consulted for advice concerning the nature of confidentiality requirements.

1. Members of the faculty have the responsibility to comply with all confidentiality requirements imposed by law or by University policies, including but not limited to the Family Educational Rights and Privacy Act of 1974, and the Health Information Privacy Protection Act, the University Procedures for Alleged Misconduct In Research, and policies stated elsewhere in this *Handbook*, including the University Faculty Grievance Code (Section X).
2. Members of the faculty have a responsibility not to reveal to unauthorized parties any confidential information received by the University from external sources or any confidential evaluation made by colleagues or administrative officers within the University in connection with the review of another faculty member, including but not limited to those which occur in connection with appointment or retention decisions, annual merit reviews, the award of tenure or promotion, grant applications, or grievance or disciplinary procedures. In particular, such information shall not be revealed to the faculty member under review. This does not preclude the confidential use of such information by authorized administrative officers or faculty. Nor does it prevent an authorized party from conveying to the faculty member the substance of an evaluation received, provided that in doing so the identity of the evaluator(s) is not revealed. The penalty for failing to fulfill this responsibility may include being barred from proceedings in which use of confidential information is authorized.
3. Members of the faculty have a responsibility not to reveal salaries of other faculty members. They retain the right to disclose their own salary. Furthermore, a department (or other unit) may have an approved written policy making individual salary information available within the unit. Salary information may be used confidentially by authorized administrative officers.
4. With the exception of the confidential information specified above, every faculty member has the right to receive information concerning the factors material to the determination of his or her own individual annual compensation, promotion, and, for tenure-line faculty, the award of tenure. This includes, but is not limited to, information about applicable procedures and policies.

E. Research

Members of the tenure-line faculty have a responsibility to engage in research, construed broadly as creative activity that contributes to their field. Research is generally scholarly inquiry that is designed to advance knowledge and is published. In some fields, the creative activity is artistic or professional.

Faculty members have a responsibility to comply with all regulations governing research imposed by law or University policy, such as the policies and procedures of the Institutional Review Board, the Radiation Safety Committee, and the Animal Care and Use Committee.

F. Service

Members of the tenure-line faculty have a responsibility to perform a reasonable amount of service to the University. This responsibility typically involves administrative or committee work, and may be fulfilled at the department, program, school, campus, or university level. Service to the University comprises activities designed to support faculty teaching and research or guide student development in and out of the classroom. Nontenure-line faculty may have service responsibilities specified in their appointment letters and applicable campus policies. Faculty are also encouraged to provide service to the profession and the public.

G. Teaching

Members of the faculty have the following responsibilities in connection with their teaching:

1. To remain current in their subjects and keep their courses current.
2. To instruct assigned courses at the scheduled time, promptly beginning and ending each class.

3. To set out clear and appropriate expectations for students in writing at the beginning of the course.
4. To ensure that books and other course materials are available when needed.
5. To hold regular office hours adequate for advising and counseling students, including during the registration and pre-registration periods.
6. To complete in a professional and timely manner all other teaching duties and academic assignments which the faculty member has accepted or been assigned, including mentoring or reading of dissertations or theses, administering or grading of comprehensive or qualifying exams, writing letters of recommendation, conducting tutorials, and other normal activities connected to teaching.
7. To make arrangements to cover or reschedule any class missed. Whenever possible, the teacher should notify the students and appropriate administrative offices in advance.
8. To provide individual evaluations of student performance in the manner and within the deadlines specified by the Registrar, and do so honestly, fairly, and without bias, using appropriate criteria and following stated procedures
9. To cooperate fully with grade appeals conducted according to procedures approved by the faculty governance body responsible for academic policy in one's campus or school.
10. To foster free discussion, inquiry, and expression in the classroom while maintaining the course's academic standards and avoiding material unrelated to the subject.
11. To refrain from promoting any viewpoint by coercion, intimidation, or manipulation.
12. To avoid using their academic authority inappropriately. Faculty should not explicitly or implicitly require students to perform personal, non-academic service as part of their class work. Faculty are cautioned against asking or allowing students to perform any service outside the scope of class work, for fear of unfairly exploiting the power of their position, or appearing to do so, and of creating an intimidating, hostile, or offensive environment. If a student does perform extracurricular service, faculty should ensure that the arrangement is voluntary and beneficial to the student, and that it does not interfere with the student's education or work, or influence their evaluation of the student. (See also the "Sexual Harassment and Consensual Relations Policy.")
13. To follow the policies and procedures of the Institutional Review Board whenever students are used as subjects in research.

H. Supervision

Faculty have the responsibility to be attentive to the academic welfare of any student they supervise, including teaching or research assistants, thesis students, and post-doctoral fellows. Faculty should also ensure that assistants or fellows are well prepared for the tasks assigned to them. The faculty member has final responsibility for the instruction in his or her courses and any research in which he or she is the principal investigator.

Faculty must avoid using their supervisory authority inappropriately. A faculty member should not explicitly or implicitly require teaching or research assistants, or post-doctoral fellows, to perform personal, non-academic services as part of their duties. A faculty member is cautioned against asking or allowing assistants or fellows to perform any service outside the scope of their duties, for fear of unfairly exploiting the power of his or her position, or appearing to do so, and of creating an intimidating, hostile, or offensive environment. If assistants or fellows do perform such service, faculty should ensure that the arrangement is voluntary and beneficial to the assistant or fellow, that it does not interfere with the assistant's or fellow's education or work, and that it does not influence their professional evaluation of the assistant or fellow. (See also the "Sexual Harassment and Consensual Relations Policy.")

I. Commencements and Convocations

Tenure-line faculty members have a responsibility to attend commencements and convocations as directed by their Executive Vice President or Dean. Other faculty may have a responsibility to attend as determined by campus or school policy.

J. The Academic Year

The academic year for the Main Campus, Law Center, and School of Nursing and Health Studies begins with fall registration and terminates with Commencement. The academic year for the Medical Center (except for the School of Nursing and Health Studies) runs for 12 months from July 1 to June 30. The contract year and benefits year may differ from the academic year. Faculty members cannot be assigned teaching or service duties outside of the academic year without their approval.

K. Participation in Governance

Faculty members have the right and responsibility to participate in the governance of the University in accordance with the constitutions or bylaws of the governance bodies. The principal governance bodies are the University Faculty Senate, the Campus Executive Faculties, the School Executive Councils, and department and program faculties (See Section XI).

1. Voting members of departments and other governance bodies have a responsibility to attend meetings.
2. Faculty members have the right to seek change in department, program, school, campus, or University policy through the appropriate faculty governance body.
3. A tenure-line faculty member has full voting rights in the academic unit (or units) in which he or she holds a primary or secondary appointment, with four exceptions. An untenured faculty member may not vote in tenure cases; a faculty member may not vote in cases of promotion to a rank higher than that faculty member's; in cases of appointment at a senior rank, a faculty member of lower rank may vote on the decision to appoint but not on the decision to award the rank; and a faculty member may not vote in any case of promotion, tenure, or salary increase for a spouse or other relative.

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