



# Faculty Council Orientation Guide 2018

## Contents

Welcome to the Faculty Council.....	1
Structure of the Faculty Council .....	2
Faculty Council Membership .....	2
Faculty Council Executive Committee .....	2
Faculty Council Committees .....	3
Website .....	3
Structure of the University Council .....	4
University Council.....	4
University Council Executive Committee .....	4
The Relationship between Faculty Council and University Council .....	5
Setting the Faculty Council Agenda .....	6
Your Role as a Faculty Council Representative/Alternate .....	7
Elections.....	7
Events.....	7

## Welcome to the Faculty Council

Thank you for representing your school or college as a member of the Faculty Council. We recognize that Boston University is a very large place and the way in which policy is developed may not be clear. This guide will give you the “lay of the land” for how we work within the larger governance structure of the University.

The Faculty Council is the independent voice of the Faculty Assembly at Boston University. This body also has a close association with the University Council, as this guide will explain.

You are the link between the faculty and the central administration. Your active participation is important. As you review this guide, if you have any questions, please ask Samantha Khosla, Director of the Faculty Council, [at skhosla@bu.edu](mailto:skhosla@bu.edu), 353-2135, or make an appointment to meet with her in the Faculty Council office: 1 Silber Way, Room 912. Our website is [www.bu.edu/fafc](http://www.bu.edu/fafc). You can access this guide and links to additional information here: <http://www.bu.edu/fafc/about/new-members-orientation/>

The Faculty Council is a great place to meet colleagues from other schools and colleges and to learn about the remarkable breadth of Boston University. While there is work to accomplish, we hope that you will find your time on the Faculty Council enjoyable as well.

Welcome aboard!

Cataldo Leone, Chair  
Faculty Council

Samantha Khosla, Director  
Faculty Council

## Structure of the Faculty Council

### Faculty Council Membership

The Faculty Council speaks for the faculty on matters of importance to the University and consider and acts, or recommends action, as appropriate, on all matters affecting the academic and professional concerns of the faculty of two or more Schools or Colleges in the University.

The Faculty Council is composed of:

- Faculty<sup>1</sup> who are the elected representatives and alternates of the 17 schools and colleges of Boston University.
- Chairs of the Faculty Council committees.
- Officers of the Faculty Assembly: Chair, Vice-chair/Past-chair, and Secretary-Treasurer.

The Faculty Council reviews new proposals for academic programs, evaluates and provides feedback to the Administration on new or modified academic policies and administrative policies that affect faculty, and forms its own initiatives or projects based on recommendations made by individual Council members or by the Faculty Council committees. The Faculty Council fosters an open, continuous dialogue with the University by inviting senior members of the Administration to attend Faculty Council meetings and present new policies or projects to the full Council for comment.

The Faculty Council Chair presides over the Faculty Council meetings and sets the agenda in consultation with the Executive Committee and the Director. Council members and senior administration members may also request items to be added to the agenda.

The Faculty Council usually meets on the first Tuesday of the month from September through May of the academic year, or as needed.

### Faculty Council Executive Committee

The Executive Committee of the Faculty Council is composed of:

- Officers of the Faculty Council: Chair, Vice-chair/Past-chair, Secretary-Treasurer.
- Chairs of Faculty Council committees.

The Faculty Council Chair presides over the Executive Committee and sets the agenda in consultation with the Director and the Executive Committee. It meets regularly from September through May and in the summer, as needed.

The Committee Chairs must be members of the Faculty Assembly (but not necessarily members of the Faculty Council) and are recruited by the Nominating Committee and elected by the Faculty Council. They serve a term of two years and may be re-elected for one additional term.

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<sup>1</sup> Unless otherwise stated, “faculty” refers specifically to members of the Faculty Assembly. The members of the Faculty Assembly are those faculty who serve a minimum of .50 FTE or above and hold an unmodified or modified professorial rank (except for adjunct, emeritus, or visiting) or a lecturer rank.

Committee Chairs are responsible for informing the Council of the activities of their committees and for bringing draft policies to the Council for discussion.

### Faculty Council Committees

The Committees of the Faculty Council are:

- Academic Freedom
- Administrative Policies
- Awards
- Compensation and Benefits
- Credentials and By-laws
- Equity and Inclusion
- Faculty Policies\*
- Graduate Programs\*
- Media/Communication
- Research\*
- Student Policies\*
- Teaching Resources
- Undergraduate Programs\*

Committees with an \* have a University Council equivalent. The FC committee sits when the UC sits, although a committee chair might call a meeting of the faculty members at his or her discretion.

### Website

Our website has public and private content. The approved minutes of our meetings are available to all Faculty Assembly members of the University. Information is available on the website:

[www.bu.edu/fafc](http://www.bu.edu/fafc)

## Structure of the University Council

### University Council

The University Council is responsible for drafting, reviewing and recommending action on such academic matters as may be referred to it by the President, the University Provost, or the Chair of the Faculty Council.

The University Council is composed of:

- The President.
- The Provost.
- The Academic Deans of the Schools and Colleges.
- The Faculty Council representatives holding the rank of senior lecturer, master lecturer, or a modified or unmodified professorial title, committee chairs, and officers.
- The Associate Provosts for Faculty Affairs, Strategic Initiatives, Diversity and Inclusion, Undergraduate Affairs, Graduate Affairs and Graduate Medical Sciences; the Vice President and Associate Provost of Global Programs, the Vice President and Associate Provost for Research, the Vice President for Enrollment and Student Affairs, the Vice President and General Counsel, and the Dean of Students.

**Unlike Faculty Council, there are no alternates for the University Council.**

The President of Boston University presides over the University Council and sets the agenda in consultation with the Provost, the Medical Campus Provost, and the Faculty Council Chair.

The University Council is managed by the Provost's office and has its own website: [www.bu.edu/uc](http://www.bu.edu/uc). The University Council meets monthly from September until June. The meeting dates are posted also on the [Faculty Council's calendar page](#). The Executive Committee of the UC acts when the Council is not in session. The President may call for a special session at his discretion.

The policies and degree proposals that you are asked to comment on via eDAAP and eCAP are presented and voted on at University Council. You will receive emails from [policy@bu.edu](mailto:policy@bu.edu) requesting your input on policies and degree programs and curriculum changes.

### University Council Executive Committee

The Executive Committee of the University Council is composed of:

- The President.
- The University Provost.
- The Medical Campus Provost.
- The Chair, the Secretary-treasurer and either the Vice-Chair or the immediate past Chair of the Faculty Council.
- The Co-chairs of the standing committees of the Council.

## The Relationship between Faculty Council and University Council

The Faculty Council is the representative body of the Faculty Assembly at Boston University. It is the place where faculty can have candid conversations about University policy and raise questions and concerns about matters affecting the academic and professional concerns of faculty of two or more Schools of Colleges of the University. Faculty Council may take up issues independently and make recommendations to the Administration to change its current policies, or adopt new ones.

The University Council is where the laws get made. Over half of the members of University Council sit on the Faculty Council. The policies and curriculum changes that you comment on via eDAAP and eCAP are formally presented and voted on at University Council. After a policy is endorsed by the University Council, it is forwarded to the President for final approval.

The following reference documents may be helpful:

- Meeting Calendar 2018-2019: <http://www.bu.edu/fafc/calendar/>
- Membership of Faculty Council 2018-2019: <http://www.bu.edu/fafc/committee/faculty-council-membership-2018-2019/>
- Constitution and Bylaws of the Faculty Assembly/Faculty Council: <http://www.bu.edu/handbook/governance/constitution-of-the-fafc/>

## Setting the Faculty Council Agenda

The Faculty Council both responds to policy that is in development and takes up issues *sua sponte*.

The Faculty Council Chair and the Director, in consultation with the Executive Committee, develop the agenda for the Faculty Council. Typical items on the agenda include: new academic policies, discussion and feedback on policy before it is voted on in University Council, reports from committee chairs of their own investigation and recommendations, and review of reports of ad hoc committees commissioned by the Provost. In addition, Faculty Council members may ask that topics be added to the agenda, and may also raise topics during “new business,” which is always on the Faculty Council agenda. Also, we respond to requests from the senior administration to consider topics, review policy, and provide feedback.

The Faculty Council meets from September through May. Time management for the agenda is important. We try to strike a balance between inviting administrators to report on University business and holding meetings with Council members only, to allow for thoughtful discussion. The Faculty Council committees and the Executive Committee are important to achieving this end. Some issues we may send to the appropriate committee to discuss first and do the initial work before bringing it to the full Council.

Meeting documents are available to Faculty Council members on our website: [www.bu.edu/fafc](http://www.bu.edu/fafc). The meetings are generally paper-free. We post documents prior to the Faculty Council meetings.

If Faculty Council members have issues they would like the Faculty Council to address, please contact the Faculty Council Chair, Cataldo Leone at [cleone@bu.edu](mailto:cleone@bu.edu), or the Faculty Council Director, Samantha Khosla at [skhosla@bu.edu](mailto:skhosla@bu.edu).

## Your Role as a Faculty Council Representative/Alternate

As a Faculty Council member, you are responsible for:

- Voicing the interests and concerns of faculty of your respective school or college.
- Reporting back to your colleagues about the activities of the Faculty Council. Contact the dean of your school or college and ask for time on the agenda for your faculty meeting to report on the activities of the Faculty Council.
- Commenting on draft policies during the 15-day comment period on eDAAP (Electronic Development and Approval of Academic/Administrative Policies).
- Commenting on new degree proposals and curriculum changes on eCAP (Electronic Curriculum Approval Process).<sup>2</sup>
- Notifying the Faculty Council of new developments, policies, or concerns of your school or college.
- Serving on a Faculty Council Committee or University Council Committee.
- Recruiting and coordinating elections of new representative and alternates of your school or college for the Faculty Council.
- Encouraging your colleagues to attend and to participate in Faculty Assembly.

Faculty Council meetings are open to the officers, committee chairs, and Faculty Council representatives and alternates, or by invitation. Alternates are encouraged to attend all Faculty Council meetings and to participate in discussion. However, alternates do not vote on motions, unless the representative for their school or college is absent.

Unless otherwise specified, you are free to discuss the deliberations of the Faculty Council and new policy developments with your colleagues. At times we will encourage you to do so, to get adequate feedback before signing off on a policy. Although when policy is in development, we usually make the draft documents available to Faculty Council members only. Documents in final form are available to the full Assembly.

The President, the University Provost and the Medical Provost address the Faculty Council at least once per year. During their presentations, they may share confidential information with the Faculty Council. They will say whether the information is for public consumption. Please be mindful.

### Elections

Elections for new representatives and alternates should be held in the spring, no later than the end of April. The Director can assist you with coordinating your elections, if you wish.

### Events

We host a dinner for the Faculty Council in the fall semester. We host a reception and award ceremony for the Perkins Award in May.

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<sup>2</sup> *The policies and degree proposals that you are asked to comment on via eDAAP and eCAP are voted on at University Council.*