

2017

Revisions 2017-2018

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook>

Recommended Citation

Saint Mary's College of California (2017) "Revisions 2017-2018," *Faculty Handbook*: Vol. 2017 , Article 48.

Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2017/iss1/48>

This Revisions is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Faculty Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

Revision List for Faculty Handbook 2017

The language relating to contingent faculty has been removed, except for a few sections that require substantive review from the Faculty Senate. These sections are inaccurate; please see the disclaimer. Where the language is appropriate to keep, the new ranks of the contingent faculty (per course adjunct, assistant adjunct, and associate adjunct, have replaced the former terms: lecturer and adjunct.

1.3.2 THE BOARD OF TRUSTEES

The governance of the College is ultimately entrusted to the Board of Trustees. The number of Trustees shall be fixed at **32**, of whom not less than six nor more than ten shall be professed religious of the Brothers of the Christian Schools. Members by right are the Brother Visitor and the President of the College. The other members of the Board are elected by the Board to three-year terms. No Trustee shall hold office for more than three (3) successive terms except, (a) a Trustee in the final two years of the Trustee's third consecutive term who is nominated and elected or reelected to serve as Chairperson of the Board, or (b) those Trustees who hold office ex-officio. A person who has served as a Trustee for three (3) successive terms may be elected to serve again after the expiration of one (1) year. In addition to the 25 members of the Board, there are seven participants to the Board, the President of the Alumni Association, the elected faculty representative of the College, the chairperson of the Staff Council, two (2) Christian Brothers who serve at the College and are members of the Saint Mary's or Joseph Alemany Communities, respectively, the President of the Board of Regents and the President of the Associated Students of Saint Mary's College. The participants share in the non-executive and non-privileged deliberations of the Board, serve on committees, but are not entitled to vote.

1.3.3 THE BOARD OF REGENTS

The Board of Regents is comprised of the College's strongest advocates, ambassadors and benefactors. Board members bring external experiences, talents, skills and relationships that serve to advance the College and they are eager to be knowledgeable about and engaged in the life of the College. Regents are directly involved in the College's fund-raising, outreach and community relations efforts, and are without governance responsibilities. The Board of Regents is composed of not more than **35** nor less than 25 members. The regular members are nominated by the Regents' Nominating Committee and elected by the Board of Regents **to three-year terms renewable twice (a maximum of nine years)**. The Board of Regents meets three times annually and is managed by the Vice President for Advancement. Special meetings may be called as circumstances require, as outlined by the Bylaws.

~~1.4.2.1.1 Vice Provost for Undergraduate Academics~~

~~The Vice Provost for Undergraduate Academics coordinates the activities of the traditional undergraduate programs in consultation with Deans and the Provost, providing strategic and operational support for advising, academic support and achievement programs, and general educational and core curricula such as January Term and Collegiate Seminar; supervision of international programs and services, service-learning initiatives, and career development; collaboration with the Vice Provosts for Student Affairs and Enrollment Services on initiatives for recruitment, retention, admission, curricular and co-curricular programming; and leadership in maintaining an environment conducive to teaching;~~

learning, and living for the College's faculty, staff and undergraduate students. The Vice Provost for Undergraduate Academics works closely with the Provost in overseeing the coordination and development of all undergraduate academic activities and functions, including academic planning and assessment, academic policies and programs, accreditation, Program Review and subsequent program action plans, department chair and program director development, support for new undergraduate tenure-track faculty, course assignment and scheduling, procedures and records for undergraduate students and faculty relative to grievances and appeals, summer session, and the undergraduate commencement.

1.4.2.1.2 Vice Provost for Graduate and Professional Studies

The Vice Provost for Graduate and Professional Studies coordinates the activities of programs in graduate and professional studies in consultation with Deans and the Provost, providing strategic and operational support for policies and procedures related to graduate and professional education, including: recruiting, funding, and retaining well-qualified graduate and professional students; maintaining the graduate student handbook, web site, and catalog; coordinating support among career services, housing, counseling, health center, food services, commencement, and library; advancing the development of and support for hybrid and online education; overseeing the graduate and professional program review process and assisting with WASC institutional accreditation and substantive change processes. The Vice Provost for Graduate and Professional Studies chairs the Graduate Council and serves as the College liaison to the Council of Graduate Schools; assists the Provost in developing industry and community relations through partnerships, research, and programming; facilitates the development of grant requests, academic centers and institutes, and interdisciplinary collaboration; and works with other Vice Provosts, Deans, and the Academic Senate in designing and implementing student policies, such as the Academic Honor Code and the Student Code of Conduct. The Vice Provost for Graduate and Professional Studies is tasked with bringing a College-wide perspective to graduate endeavors, supporting interdisciplinary activities and advocating for student services and best practices across the units of the College that support graduate and professional study.

1.4.2.1 Vice Provosts for Academics

The Vice Provost for Academics, reporting to the Provost, provides strategic and operational support for the Colleges academic programs, which includes: supervision of international programs and services, community engagement, and professional and career development; collaboration with the Vice Provosts for Student Affairs and Enrollment Services on initiatives for recruitment, retention, admission, curricular and co-curricular programming; strategic and operational support for policies and procedures related to graduate, professional, hybrid and online education; assistance to the Provost in developing industry and community relations through partnerships, research, and programming; facilitation of the development of grant requests, academic centers and institutes; service as the WASC Accreditation Liaison Officer and working with the Provost in overseeing academic planning and assessment, academic policies and programs, accreditation, Program Review and subsequent program action plans; oversight of the Center for Teaching, Learning and Scholarship and assistance with department chair and program director development and support for new faculty; supervision and coordination of course assignment and scheduling, procedures and records for and faculty relative to grievances and appeals, summer session, and commencement; support for faculty workforce planning and budgeting; and collaboration with other Vice Provosts, Deans, and the Academic Senate in designing and implementing student policies, such as the Academic Honor Code and the Student Code of Conduct.

1.4.2.2.1 Dean of the School

The Dean of the School is its chief academic officer and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the School (policy, planning, personnel, programs, budgets). The Dean reports to the Provost and recommends the appointment, promotion and retention of his/her administrative staff and of full-time faculty; appoints all part-time faculty; consults with the Provost on all matters relating to substantive revision of the academic policies and programs of the School and the appointment of chairpersons; collaborates with other Deans and with the Vice Provost for Undergraduate Academics or the Vice Provost for Graduate and Professional Studies in matters of mutual concern and especially with those involving overlapping policies, programs and faculty. There is a Dean for each of the four schools: Economics and Business Administration, Education, Liberal Arts, and Science.

1.4.2.2.2 Dean of the Core

The Dean of the Core is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the core undergraduate programs at the College: Collegiate Seminar, January ("Jan") Term, the Core Curriculum, and the First Year Advising Cohort (FYAC). The Dean reports to the Provost and recommends the appointment, promotion, and retention of his/her administrative staff and adjunct faculty; consults with the Provost on all matters relating to the substantive revision of the academic policies and programs of the Core and the appointment of Directors, collaborates with other Deans and the Vice Provost for Academics in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.4 Department Chairs

Department Chairs are appointed by the Dean of the School for a three-year term, after consultation with at least the senior members (i.e., full professors and tenured members) of the department. Chairs may be reappointed by the Dean after confidential evaluations have been solicited from all members of the department and consultation has taken place with all senior department members and others whose opinions the Dean deems may be helpful.

A Chair is a ranked faculty member, typically with tenure, chosen to provide collaborative leadership to academic departments by integrating their unit across the College, taking responsibility to ensure the integrity and quality of the SMC educational experience, and promoting productive and professional working relationships. The duties listed below reflect general areas shared by all department chairs. These duties are sometimes delegated to others, as appropriate.

Duties of a Chair

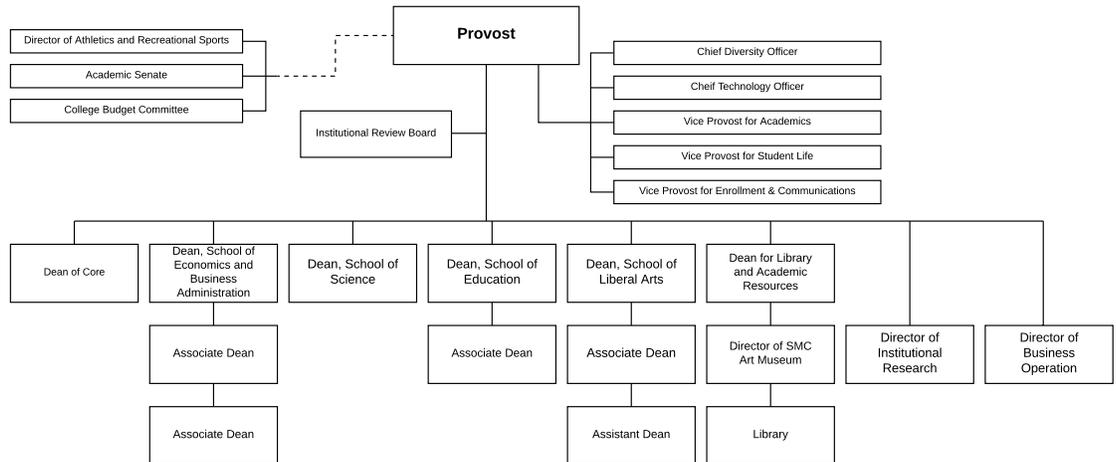
4. Departmental Organization

- a. Organize instruction (course assignment, course scheduling) and develop instruction (new courses, teaching effectiveness) within the department for the academic year;
- b. Hold regular, minuted departmental meetings;

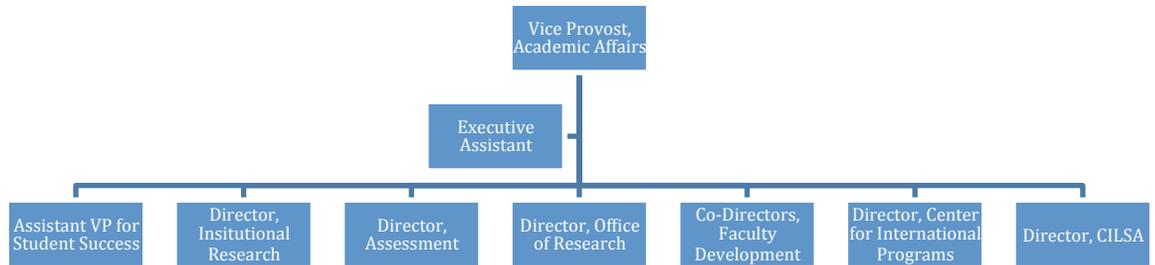
- c. Ensure timely completion of the Program Review and Assessment process and accreditation documents, as applicable;
 - d. Submit department budget proposals and exercise control over expenditures in the approved budget;
 - e. Hear, ascertain the validity of, and respond to concerns and complaints that may be received from members of the department or from students who are taking courses in the department;
 - f. Oversee the student recruitment and admissions process, as appropriate;
 - g. Ensure that students in the department are being appropriately advised.
5. Faculty Management
- a. Manage the process of hiring new ranked faculty;
 - b. Recruit, and review the performance of, contingent faculty, based on criteria **in the CBA established by the Dean of the School and the faculty handbook (2.4.1-9)**;
 - c. Manage a process of regular class visitation of departmental members: submit written evaluations of class visits to evaluated faculty and to their departmental files, and consult with faculty over their evaluations;
 - d. Review and discuss the implications of student and peer evaluations with all department faculty.
6. Rank and Tenure Review
- It is the responsibility of the chair to:
- a. Familiarize himself/herself with and follow the procedures of the Rank and Tenure Committee as these pertain to the chair;
 - b. Maintain a current file for each member of the department with relevant material of candidates for rank and tenure review; keep informed on candidates subject to interim review, those eligible for tenure, and those eligible for promotion; collect appropriate materials to be presented to ranked members of the department to assist them in their evaluation of the candidates;
 - c. Be responsible for the timely placement of the departmental forms in the candidate's rank and tenure file and of the formal letter from the chairperson for candidates subject to interim review, and of any appropriate letters of recommendations on candidates (see Rank and Tenure Procedures, section 2.6.2.2);
 - d. Visit the classrooms of faculty moving toward tenure and being considered for promotion at least once per term. For faculty moving toward tenure, a second classroom visit by a ranked faculty member (who may or may not be the chair) is expected each term.
 - e. Review student evaluations of the candidates, especially the opinions of departmental majors;
 - f. Coordinate a formal review of faculty up for interim, tenure, and promotion reviews. Work with the department or program to evaluate the faculty member's rank

and tenure progress. Write Form B on behalf of the department or program. Represent any minority opinions in the department or program. Submit Form B directly to the Rank and Tenure Committee; share and discuss the written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee;

5. Authority (beyond the items listed above)
 - a. To recommend to the Dean, as appropriate, the reappointment or non-appointment of departmental faculty;
 - b. To call departmental meetings and to establish departmental committees;
 - c. To initiate procedures deemed necessary for the good of the department (e.g., for the dismissal of an instructor);
 - d. To exercise the power of veto over departmental decisions;
 - e. Limitations of Authority: Chairs are bound by all college policies pertinent to their departments.



June 2017



1.4.3.1 Dean of Students

The Dean of Students reports to the Vice Provost for Student Life and provides leadership, vision, and administrative supervision for student development in the residences, in student conduct, and in the first-year experience for approximately 2500 undergraduates **and 1300 graduate and professional students** in a manner that complements and augments the academic and Lasallian mission of the College. The Dean serves as an advocate for the needs of students, assisting faculty and staff in enhancing and assessing student learning and coordinating the campus responses to and prevention of serious incidents. The Dean of Students oversees the Office of Residence and Community Life, New Student and Family Programs, Campus Housing and Conference Services and represents the Vice Provost for Student Life in their absence.

1.4.4 VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration is appointed by the Board of Trustees for a term mutually agreed upon, and is responsible to the President and Board of Trustees. The Vice President for Finance and Administration is the College's chief financial officer and treasurer and her/his duties include responsibility for all business and financial affairs of the College (business policies, operations, facilities construction and planning, human resources, physical plant and contracted services). The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion, and retention of administrative staff and the selection of firms contracting with the College to provide services. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the areas of business, finance, buildings, and human resources.

The administrative staff and contractual services staff reporting directly to the Vice President for Finance and Administration are the Contracted Bookstore Manager, Coordinator of Administrative Services, Associate Vice President for Finance and Controller, Contracted Director of Food Service, Associate Vice President for Human Resources, Executive Director of Facilities Services, and the Director of Central Services.

1.4.6 VICE PROVOST FOR ENROLLMENT AND ~~PRESIDENT FOR~~ COLLEGE COMMUNICATIONS

The Vice President for College Communications is appointed by the President and recommends to the President the appointment, promotion and retention of the administrative staff in College Communications and appoints other staff. The Vice President is a member of the President's Cabinet, the College Budget and Planning Committee, and is an ex-officio member of all committees in the areas of college communication and marketing. The administrative staff of the Vice President for College Communications includes the Assistant Vice President of College Communications and the Director of Scheduling and Promotion.

1.6.1.1.5 Voting Rights

2. Elections conducted by the Committee on Committees:

a. **Ranked Faculty.** All ranked faculty will automatically receive notice that the election ballot has been electronically posted. Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.

b. **Voting eligibility of Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty will be determined by the Provost's Dean's office for the school in which those faculty teach.** Each year, by the beginning of the spring semester, the **Provost's Deans'** offices must submit to the Faculty Governance Coordinator a roster of eligible **Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty full-time and part-time non-ranked faculty who are teaching one or more full courses in the then current academic year.** ~~based on the following criteria: full-time and part-time non-ranked faculty are eligible to vote only when teaching one or more full courses in a given academic year.~~ Non-academic administrators and coaches who are full-time College employees ~~are considered part-time non-ranked faculty~~ **shall be eligible to vote** if they teach one full course **during the then current academic year scholastic year of the election.** If the Faculty Governance Coordinator has not received the voter eligibility roster from the Provost's Office ~~a Dean's office~~ by the first week of the spring semester, a reminder will be sent to the Provost's ~~Dean's~~ office. If any school does not submit a roster after being sent a reminder, adjunct or part-time faculty members in that school will NOT have access to the electronic ballot.

1.6.1.2.6 Faculty Governance Coordinator

The Faculty Governance Coordinator provides administrative support to the Academic Senate and its elected faculty committees. In addition, she/he:

10. Takes minutes of general and special general meetings of the Academic Senate and prepares them for posting;
11. Attends all Executive Meetings of the Academic Senate. Prepares agenda (coordinated set by the Senate executive committee), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
12. Maintains the Faculty Governance website, posting memberships, agendas, current reports and proposals, minutes, meeting schedules, etc.
13. Maintains all pertinent records and correspondence of the Senate, ~~including a current file of all faculty members (School, full- or part-time status, eligibility for election, etc.);~~

1.6.1.2.9 Duties of the Academic Senate

The Academic Senate has five duties:

6. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the Provost, the Vice Provost for Undergraduate Academics, the Vice Provost for Graduate and Professional Studies, and the Deans of the Schools.

All concerns related to the academic life of the College are within the Academic Senate's purview except:

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Educational Policies Committee and the Graduate and Professional Studies Educational Policies Committee are forwarded directly to the Provost;
 - b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Educational Policies Committee and reported directly to the Dean for Academic Development and the Registrar;
 - c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
 - d. Grievances, which are considered by the Grievance Committee.
7. To set the agendas for general and special general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the Provost, Vice Provost for Undergraduate Academics, the Vice Provost for Graduate and Professional Studies, and the Deans of the Schools.
- b. The committees list under 1.6.1.2.2(3).
- c. The Academic Senate itself. Any member of the Senate, with the consent of the majority of the faculty officers (see section 1.6.1.2.3, Faculty Officers) present at an executive meeting, may place an item on the agenda for the next general meeting.
- d. The faculty. Any faculty member, full- or part-time, may request that an item be placed on the agenda of a general meeting by submitting the request in writing. The Academic Senate will consider placing the item on the general meeting agenda after seeking information from appropriate parties and discussing it in an executive meeting. An agenda item submitted to the Academic Senate with the supporting signatures of ten other faculty members will normally be placed on the agenda of the next general meeting.

In order to avoid jurisdictional disputes and duplication of effort, faculty- and Academic Senate-initiated requests will ordinarily be sent for review to an appropriate committee.

Similarly, recommendations and reports received from committees may be returned for further study. Otherwise, all recommendations, reports and requests will be assigned to one of the two following categories:

i. The consent agenda.

Items identified as "consented to" are those which, in the judgment of the faculty officers of the Academic Senate, require no further discussion by the Academic Senate or faculty in a general meeting before a recommendation or decision can be made. Such items are judged to be non-controversial, issues that other committees have fully reviewed and to which the Academic Senate can make no further contribution, or issues on which the opinion of the faculty is already known. A two-thirds majority vote of faculty officers is required to place an item on the consent agenda, with the exception of the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, and the Admissions and Academic Regulations Committee items for the consent calendar, as explained below. All Academic Senate actions on a designated "consent agenda" item are taken at a general meeting of the Senate and are directed to the appropriate College officials for further action, if needed.

All items from the Undergraduate Educational Policies Committee (UEPC), Graduate and Professional Studies Educational Policies Committee (GPSEPC), and Admissions and Academic Regulations Committee (AARC) come to the Academic Senate and go on a consent calendar for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the UEPC, GPSEPC, or AARC is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College's Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the UEPC, GPSEPC, or AARC;
- the item involves a modification to the Faculty Handbook.

Items will remain on the consent agenda unless removed by the Senate at a General Meeting. Any item may be removed from the consent calendar by a motion supported by four Senators. The Academic Senate will then reconsider that item for further action. The consent calendar is prepared and managed by the faculty officers of the Academic Senate.

ii. Items for consideration

Reports and actions from all faculty committees come to the Academic Senate for consideration, except as defined in (i) above.

8. To conduct faculty elections.

9. To review at the request of the President cases of alleged unprofessional conduct on the part of a **tenured or tenure-track** faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.3.1, Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).

10. To initiate Academic Senate committees for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Academic Senate shall exercise due caution to assure that the responsibilities of its committees do not overlap those of other existing committees. Senate committees will normally make recommendations to the Academic Senate at its executive meetings.

- 1.7.2.2 CCIE membership has changed. It will likely change again, so Handbook language is currently out of date
- 1.7.3.1 Provost's Academic Counsel of Deans membership change: Membership now includes the Immediate Past Chair (fall) and Vice Chair (spring) of the Senate, the Chief Technology Officer, and the Chief Diversity Officer. The Vice Provost position has changed (no grad/undergrad), and there's the addition of the Dean of the Core. There is no more "Academic Affairs Leadership Team," just one group.

Campus Dean and Directors (1.7.3.2) do not meet as a committee

- 1.4.8 The Chief Diversity Officer is responsible for developing relationships with the Cabinet and other college wide campus leaders to build a comprehensive inclusive excellence vision and plan for the College. The CDO provide s program management for the College Committee for Inclusive Excellence (CCIE), serve s as the Chief Diversity and Inclusion spokesperson for the College, and is responsible for generating ongoing diversity reports and updates to the President and Cabinet. The CDO collaborates with the Center for Learning and Teaching; Offices of Human Resources, Institutional Research, Mission and Ministry, College Communications, Enrollment and Admissions, and Student Life ; I T Services ; the Cummins Institute ; and Deans and Department Chairs. The CDO reports to the Provost.

1.7.6.3 Campus Facilities Planning Committee

The Campus Facilities Planning Committee, which is advisory to the President, provides the means for institutional facilities planning through the review of plans and standards for the physical development of the campus.

Duties of the Campus Facilities Planning Committee

The Campus Facilities Planning Committee advises the President on the physical development of the campus and in this capacity will:

- Review and make recommendations on amendments to the approved campus master plan.
- Review and make recommendations on all other plans, policies, and standards that impact the development of the campus.
- Review and make recommendations regarding the application and impact of approved plans, policies, and standards on all proposed major campus facility projects.
- Perform other advisory functions as requested by the President.

Guidelines for the Campus Facilities Planning Committee

- To make recommendations regarding plans, policies, and standards for the development of the campus that reflect and honor the College's mission and traditions.
- To make recommendations for the best use of the physical resources of the campus that further the strategic initiatives of the College.
- To make recommendations for the best use of the physical resources of the campus that preserve or enhance the College's existing architectural aesthetic.
- To make recommendations regarding the orderly, efficient, and attractive physical development of the campus giving particular attention to financial, functional, aesthetic, and sustainable considerations.

Each member of the Campus Facilities Planning Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate.

Membership:

- Associate Vice President for Finance/Controller
- Associate Dean for Residence and Community Life
- Associated Students **President or Designee**
- **Associated Students Vice President for Student Organizations or Designee**
- **Co-Chair** of Staff Council
- Chair of Academic Senate or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative
- Dean of Students
- Director of Community and Governmental **Relations**
- Director of Scheduling and **Special Events**
- Director of Athletics or Designee
- **Director of Project Management, Committee Chair**
- Director of Public Safety
- Director of Facilities Services
- Faculty Welfare Committee Representative
- Graduate and Professional Student Advisory Council Representative
- Provost or Designee
- Provost's Council on Academic Facilities Planning Representative
- Vice President for Advancement or Designee
- Vice President for Finance and Administration
- Vice Provost for Enrollment and Vice President for Communications or Designee
- Vice Provost for Student Life or Designee

The Department of Facilities Services shall provide administrative support for the Campus Facilities Planning Committee.

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs and Enrollment Committee
- Advancement Committee
- Audit Committee
- ~~— Buildings and Grounds Committee~~
- ~~— Enrollment and Student Life Committee~~
- Finance Committee
- **Governance Committee**
- Investment Committee
- **Mission and Identity Committee**
- **Student Life Committee**

1.7.1.1 Executive Committee

Duties: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. Additionally, the Executive Committee shall:

- review and consider the legal position of the Corporation and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- grant honorary degrees;
- approve, implement, and determine appropriate duties for all standing Board committees;
- advise the Chairperson of the Board on timing for the three (3) regular annual meetings and special meetings, as well as for the Annual Meetings for the Board of Regents;
- make recommendations to the Board of Trustees about:
 - ~~- approve changes to the Faculty Handbook that have the effect of creating or changing College policies;~~
 - ~~- the desired Board profile and processes undertaken to ensure that profile is achieved;~~
 - ~~- potential candidates for trusteeship;~~
 - ~~- orientation and education programs for Trustees concerning their Board responsibilities;~~
 - ~~- self-assessments of the Board;~~
-
- presidential review and executive compensation;
- changes to the Faculty Handbook that have the effect of creating or changing College policies
- outstanding service and individuals who should be considered for emeritus status;
- governance policies for Trustee review and approval;
- appointment of the Brother Participants;
-
- perform other such duties as may be delegated to it by the Board of Trustees.

Membership: The Executive Committee shall be composed of the following members of the Board of Trustees: the Chairperson of the Board, the Chairperson of each standing committee, the College President, the Board Secretary, the Brother Visitor, and the past Chairperson(s) of the Board while still serving as a Trustee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.2 Academic Affairs and Enrollment Committee

Duties: **Assuring the vitality of the mission of the College in the area of academic affairs,** the Academic Affairs Committee shall make recommendations to the Board of Trustees about:

- WASC (Western Association of Schools and Colleges) recommendations or those of any other accreditation body which affects College programs;
- substantive changes in the academic policies and educational programs of the College;
- Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;
- **Candidates proposed for degree conferral;**
- **Enrollment quality and experience.**

~~1.7.1.5 Buildings and Grounds Committee~~

~~*Duties:* The Buildings and Grounds Committee shall oversee the Corporation's physical assets: its land, buildings, and equipment. In particular, the Buildings and Grounds Committee shall provide oversight and review of, and shall from time to time make its recommendations to the Board of Trustees regarding:~~

- ~~— the adequacy and condition of capital assets;~~
- ~~— policies related to the Corporation's physical assets;~~
- ~~— new structures and the rehabilitation or removal of older structures as dictated by general Board policies;~~
- ~~— plant financing;~~
- ~~— the adequacy of levels of funding for plant maintenance.~~

~~*Membership:* The Buildings and Grounds Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Vice President for Finance and, if the Vice President for Finance so desires, an associate(s) of the Vice President for Finance, shall attend Buildings and Grounds Committee meetings and shall serve as resource staff to the Committee if such attendance and service is requested by the Buildings and Grounds Committee Chairperson, but the Vice President for Finance and his or her associate, if any, shall not vote on any matter.~~

~~1.7.1.6 Enrollment and Student Life Committee~~

~~*Duties:* The Enrollment and Student Life Committee shall make recommendations to the Board of Trustees about:~~

- ~~— students' interests in the Board's policy-making activities;~~
- ~~— adequate resources, programs and direction for Student Life Programs;~~
- ~~— student development issues in light of the changing needs of students;~~
- ~~— activities of intercollegiate athletics;~~
- ~~— the College's admissions programs;~~
- ~~— tuition waivers;~~
- ~~— financial aid.~~

~~*Membership:* The Enrollment and Student Life Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board in consultation with the President.~~

1.7.1.10 Mission and Identity Committee

Duties. Assuring the vitality of the mission of the College in the area of mission and identity, the Mission and Identity Committee shall make recommendations to the Board of Trustees about the following:

- Periodically evaluating the life of the College in light of the Mission Statement
- Periodically reviewing the College's Mission Statement for possible modification
- The College's strategic plan and its reports for the appropriate inclusion and progress of mission-related goals
- Progress on promoting the College through a variety of communication mediums in ways that are aligned with the institutional mission
- Support to the College's branding and marketing strategy to reflect current

market conditions that are consistent with the mission of the College

- Providing orientation resources and support for programs that educate Trustees about the College's mission and identity.

Membership. The Mission and Identity Committee shall consist of Trustee members and other eligible members as described in Article 6.01(b) of these Bylaws who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President. At the request of the Committee, or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned by the Chairperson of the Board, in consultation with the President.

1.7.1.11 Student Life Committee

Duties: Assuring the vitality of the mission of the College in the area of student life, the Student Life Committee shall make recommendations to the Board of Trustees about:

- students' interests in the Board's policy-making activities;
- adequate resources, programs and direction for Student Life Programs;
- student development issues in light of the changing needs of students;
- activities of intercollegiate athletics;
- the College's admissions programs;
- tuition waivers;
- financial aid.

Membership: The Student Life Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board in consultation with the President.

1.7.2.1 President's Cabinet

The President's Cabinet, comprised of the President and nine senior administrators, meets on a regular basis to discuss campus issues and initiatives, decisions being considered, policies and procedures, and other items of importance to the College. ~~is concerned with the ordinary management of the College and the coordination of all its administrative areas. Members are the President, the Provost, the Vice Presidents, and the Vice Provost for Student Life. Faculty, administrators, students and others participate by invitation or by request. The President's Cabinet meets at the discretion of the President.~~

2. FACULTY

The faculty consists of all persons who are appointed by the President of the College to teach one or more courses. Administrators with faculty retreat rights are members of the faculty. When a faculty member has been authorized to act in an administrative capacity (such as President, Provost, Vice Provost, Dean, Department Chair/Program Director), to the extent that the person's job responsibilities are not pedagogical but administrative and supervisory, the relevant portions of the Staff Handbook apply and take precedence. **The College's relationship with all contingent faculty identified within the scope of the**

Collective Bargaining Agreement (CBA) between the College and SIEU 1021, is governed by that document. To the extent that the CBA defers to this Faculty Handbook, the terms of this handbook will control.

2.1.2 NON-TENURE-TRACK FACULTY

DEFINITIONS OF NON-TENURE TRACK FACULTY ARE IN THE CBA.

2.15.1 Faculty Salary Approved by the Board of Trustees, January 18 & 19, 2012

Salary Administration

3. Salary supplements will be administered by the Provost in consultation with the Deans. The following protocols will be employed:

3.1 Salary supplements should be considered for individuals in disciplines which have a market premium of at least 15% above the median salary at peer institutions at the time of initial appointment. These individuals must have a terminal degree in that discipline and an established or anticipated research program in that discipline.

3.2 Salary supplements generally will be limited such that total salary does not exceed the median salary earned by faculty at the same rank and in the same discipline at peer group institutions adjusted for the Bay Area/Moraga. This “cap” will be re-assessed at each periodic review of the Salary Policy.

3.3 The salary supplements -- amounts and underlying rationales -- will be disclosed to the Faculty Welfare Committee in the form of total number of positions within each rank and amount(s) expended for such enhancements. Faculty placement on the Rank and Tenure roster will continue to reflect salary scale placement.

3.4 Positions that are not in disciplines which have a market premium and for which a salary supplement is contemplated (e.g., an endowed Professor) should be reviewed for a recommendation from the Faculty Welfare Committee to the Provost in advance of approving that position.

2.1.3 EMERITUS/EMERITA

Professor Emeritus/Emerita is an honorary title conferred on a retiring faculty member who has served the College with special distinction.

1. Eligibility. Criteria for eligibility:

- a. a. minimum of ten years of full-time service;
- b. b. attainment of rank of Associate Professor;
- c. c. supporting letters from colleagues.

2. Recommendations. Criteria upon which they should be based:

- a. teaching effectiveness;
- b. scholarship or artistic expertise;

- c. effective student advising, where applicable;
- d. cooperation with colleagues in advancing the academic aims of the College.

3. Privileges. A Professor Emeritus/Emerita:

- a. will remain on the Rank and Tenure roster;
- b. will receive faculty ballots;
- c. may participate in formal academic ceremonies;
- d. may have his/her name listed in the College Catalog with the designation;
- e. will have access to available administrative support;
- f. will retain his/her College email account; g. will be eligible for limited Library borrowing privileges, including Link+ and Interlibrary Loan, and will have remote access to Library databases and electronic; and
- g. **are eligible for membership in the Alliotto Recreation Center.**

2.2.3.2 Retired Faculty Teaching Status

Tenured faculty completing the Phased Retirement Program will be considered retired. Following retirement, a faculty member may be eligible for consideration to teach a course at the discretion of the Department Chair or Program Director, **as long as such appointment is not otherwise precluded**. Eligibility for possible for a course does not expire.

2.2.4 NON-TENURE-TRACK APPOINTMENT

2.2.4.1 Visiting Faculty

See the CBA

2.2.4.2 **Assistant** Adjunct Faculty

See the CBA

2.2.4.3 ~~Lectureship~~ **Associate Adjunct**

2.2.4.4 **Salaried Adjunct**

See the CBA

~~2.2.5.1 Adjunct Faculty~~

~~Any Adjunct Faculty member teaching the equivalent of five or more courses should be given full-year, pro-rata appointments. Letters of appointment should be written for the whole year when departmental needs can be clearly identified. Departments should assess their needs for non-tenure-track faculty for the year as a whole in order to give, where possible, annual letters of appointment. Such appointments are subject to the reviews called for in section 2.1.2 (Non-Tenure-Track Faculty).~~

2.2.6 PROTOCOLS

Contingent faculty protocols covered in the CBA

2.2.6.1 Direct Appointment to a Tenure-Track Position Without a National Search, for Adjunct Faculty Hired Prior to January 1, 1994

1. The Provost identifies the need for a tenure-track position, and the President approves the need for a tenure-track position.
2. A faculty member with at least a 5/7ths appointment for two of the most recent three academic years submits a written request for a direct appointment to the appropriate department chair or program director.
3. The department chair or program director reviews with the faculty member his/her qualifications for tenure-track consideration, based on the Faculty Handbook guidelines. The chair makes a written recommendation supporting or opposing the appointment.
4. The chair or program director forwards his/her recommendation and documentation to the appropriate Dean(s) who evaluates the candidacy and makes a recommendation supporting or opposing the candidacy. The Dean(s) pass on the recommendation and all documentation to the Provost.
5. Based on the record forwarded from the Dean(s), the Provost determines if the candidate is competitive with a potential first-choice candidate from a potential national search process. The Provost then forwards his/her written recommendation to the Rank and Tenure Committee with all the documentation.
6. The Rank and Tenure Committee reviews the documentation including the Provost's recommendation. In the case of appointment at the rank of Assistant Professor, the Rank and Tenure Committee offers an informal oral assessment to the Provost. In the case of other ranks, the Rank and Tenure Committee provides written recommendation to the Provost.
7. The Provost reviews the evaluations of all the other steps and makes a final recommendation to the President, and the President approves or denies the request for direct appointment.

Nothing in the protocol process of this section (2.2.6.1) the Saint Mary's College faculty member from participating in a subsequent national search process, should direct appointment to the position not be approved. The decision against direct appointment is not a matter for grievance.

2.2.6.2 Candidacy of a Current, Non-Tenure-Track Saint Mary's College Adjunct Faculty Member Hired Prior to January 1, 1994, in a Search Procedure for Tenure-Track Appointment

1. The Provost identifies the need for a tenure-track position, and the President approves the need for a tenure-track position.
2. The Provost shall notify all eligible faculty (see section 2.2.4.2 Adjunct Faculty) of the College's policy on assessment of non-tenure-track faculty and on institutional planning regarding conversion and/or consolidation of non-tenure-track positions into tenure-track positions.
3. As soon as a national search or internal consolidation is approved by the Provost, the Dean of the appropriate School, coordinating with the appropriate department chair(s) or program director(s) arranges a formal evaluation for any Saint Mary's College faculty whose job would be affected by the search and who has not been evaluated within the preceding 12 months. A faculty member may choose to decline the evaluation on the basis that he/she will not be pursuing a candidacy for the new position. Anyone who is

evaluated should be provided with specific feedback on their qualifications (teaching, service, scholarship) in relation to the perceived "national pool."

4. When the search begins, the Saint Mary's College faculty member may apply and be considered as any other candidate would be. Until such time as non-tenure-track faculty have access to comparable faculty development support for scholarly activities, an eligible faculty member under this section (2.2.6.2) may ask for such support to make it possible for that faculty member to be as competitive as possible in a national search process. The Provost, whenever a conversion or consolidation is planned, will identify which Saint Mary's College faculty are eligible for such special access.

If non-tenure-track Saint Mary's College faculty are to compete in national search procedures, some attention must be given to the "service" component of such an evaluation, since non-tenure-track faculty are not currently allowed to serve on elected faculty committees. In addition, funding support for professional and scholarly development for those non-tenure-track faculty competing for tenure-track positions should be increased to the same level as for those on tenure track, as soon as a designation of eligibility is made and approved by the Provost.

2.2.6.3 Case-by-Case Review of Adjunct Faculty Hired Prior to January 1, 1994, Not Covered by 2.2.6.1 or 2.2.6.2

1. The faculty member may request a review of his/her performance and/or position in any year.
2. In the event that the faculty member has not requested a review, the appropriate Dean(s) will initiate a review of all Adjunct Faculty and their positions during the third of every three years. Every faculty member should have an officially designated "primary department or program appointment" for the purposes of review and evaluation, although the Provost has the discretion under this provision to appoint a different chair and/or Dean to do the actual evaluation.
3. With a positive recommendation from the Dean, the Provost may elect to retain the non-tenure-track position and/or the person at 5/7th or greater for longer than three years without a national search or direct appointment (according to 2.2.6.1 and 2.2.6.2).
4. In the absence of a specific request by a faculty member, and because the Provost is responsible for identifying and justifying all faculty/administrative appointments at 5/7ths or greater that continue for three consecutive academic years but are not tenure-track, the Provost may initiate an individual review, as in section 2.2.6.3.(2), or may choose not to do so.

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

Teaching Effectiveness

Teaching effectiveness is founded upon a clear command of subject matter, the skillful transmittal of knowledge, inspiring and fostering an active love of learning, and the communication of appropriate, high expectations of student performance. Because teaching is a profoundly human exchange between faculty and student, it requires interpersonal skills, organizational abilities, and a commitment to serve students in a respectful and honest manner. It is the responsibility of faculty members to present clear evidence of their teaching effectiveness. The College recognizes several ways in which this can happen:

1. The development of courses appropriate to a faculty member's major field, the general education program of the College, and special curricular initiatives. Courses should reflect coherence, unity, and an appropriate balance between engaging a subject matter in depth and addressing the broad aims of a liberal education.
2. Conscientious preparation for classes. Course syllabi and assignments should reflect clearly defined academic objectives, expectations and standards. In the preparation of courses, teachers should hold before themselves the best scholarly standards of their disciplines. They should demonstrate current knowledge of the subject matter and its methodology, and creativity in the formulation of the syllabus.
3. Promoting intellectual stimulation and providing challenging learning experiences. Teachers are expected to be skilled in various modes of instruction. The teacher should communicate that understanding derives from an open mind, hard work, and rigorous thinking. Students should experience the rewards of commitment and self discipline in the pursuit of knowledge.
4. Clearly defined and appropriate means of assessing student learning. Through evaluation procedures and grading policies, teachers should communicate that excellence requires not only intellectual curiosity and originality, but also the practice of the rigors and discipline of learning.
5. Critical self-evaluation. Through their response to student evaluations, peer reviews, administrative reviews, and self-checks, faculty members should demonstrate their capacity to improve as teachers. **Faculty members being considered for promotion should have their teaching observed by their chair or program director at least once per term. Faculty moving toward tenure should be observed at least twice per term by ranked faculty members (at least once by their chair or program director).**

section 2.6.2.2.3: Promotion and Tenure Reviews...page 99

October 1 - 20	<ul style="list-style-type: none"> • Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair: October 1 (3rd year), October 10 (4th year), October 20 (5th year). • Faculty submit letters of support and peer teaching observation letters to the candidate's file: October 1 (3rd year), October 10 (4th year), October 20 (5th year) • Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.
-------------------	---

2.9.3.1.3 Sexual Harassment Prevention/Non-Discrimination Seminars

Saint Mary's offers training during each academic year covering sexual and other forms of illegal harassment and discrimination. Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. All employees must complete on-line harassment prevention training at least once every two academic years. (An academic year is defined as July 1 to June 30.) Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave.

Except for those faculty and staff described above, failure of a tenure-track or tenured faculty or staff member to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of

attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment against or settlement on behalf of the individual), to the extent permitted by law, the faculty or staff member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty or staff member.

Except for those faculty and staff as described above, failure of a ~~non-ranked faculty member (e.g., adjunct, lecturer)~~ **contingent faculty member** to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment entered against or settlement on behalf of the individual), to the extent permitted by law, the faculty member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty member, as well as precluding that non-ranked faculty member from being considered for or offered another faculty appointment at the College.

2.14.7 RETIREMENT

4. Social Security/Medicare. All employees are covered by law and have a Social Security deduction made from their pay that is matched by the College. The amount deducted is paid into a Social Security account for each employee. Social Security provides retirement benefits and disability and survivorship plans.
5. TIAA/CREF Retirement Plan. All **Tenured or Tenure-Track** faculty ~~with the rank of Assistant Professor, Associate Professor, or Professor~~ **meeting and completing plan eligibility requirements** are eligible to participate in the TIAA retirement plans. Plan descriptions, options and eligibility requirements are available through The Human Resources Office. ~~retirement program after the completion of one year of service at Saint Mary's College or one academic year of prior full-time service with an institution of higher education, or already own TIAA/CREF contracts and have attained age 21. The College contribution is equal to 8.25% of the employee's monthly earnings, whether or not the employee contributes to the program. A tax-deferred option is available for faculty who wish to reduce their taxable income up to limits established by the Internal Revenue Service. Voluntary additional contributions are placed either in regular or group Supplemental Retirement contracts and are made on a tax-deferred basis. Supplemental Annuity contracts allow a loan provision and lump sum distributions at termination.~~
6. ~~Full and part-time faculty may contribute to the TIAA/CREF program at any time. Although the College permits the voluntary selection of alternative carriers for employee contributions, it will not contribute to any carrier other than TIAA or CREF.~~

2.14.9 MISCELLANEOUS

College employees ordinarily are offered attendance to academic, cultural and artistic events, student-sponsored events and athletic events on campus; attendance is either free or at reduced prices. Normally faculty or staff I.D.'s are needed for most campus events.

Lunchrooms are available for all staff and faculty.

The following policy may be of interest to Saint Mary's faculty, but it is a policy outside the control of Saint Mary's. For more information about the Moraga School District Policy, please contact the district directly:

Moraga School District Attendance Policy: A pupil whose parent or legal guardian is employed within the boundaries of the Moraga School District is considered to have complied with residency requirements (AB 2071). Admission to Moraga schools, however, is based on a review of space availability, student's citizenship record, additional services required by the student, and any other factors affecting the interest of the student or the District.

Certain organizations outside the College offer benefits to College employees. The Bookstore offers staff discounts. Metro 1 Credit Union offers personalized banking services. A Bank of America ATM is located in Ferroggiaro Hall for cash withdrawals. Some amusement parks and local merchants offer discounts to College employees.

2.15.2 SALARY SCALES FOR TENURED AND TENURE TRACK FACULTY

Full-time Faculty Salary Scale

The annual salary scale matrix designates a salary scale I for those faculty without the terminal degree (normally, the doctorate), and a scale II for faculty who possess the earned terminal degree (normally, the doctorate). The vertical steps each represent one year of credited experience.

When a member of the faculty has completed all requirements for the doctorate and has been officially notified by the conferring university, he/she shall present such documents to the Dean of the School and shall move from I to II in the salary scale with the commencement of the contract period or February 1, whichever date is nearest in time.

Initial placement on the full-time faculty salary scale is determined by the Provost in consultation with the Dean of the School and chairperson of the department, as appropriate. ~~Initial placement on the Lecturer scale is determined by the Dean of the appropriate School.~~

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by the Dean of the School and the Associate Vice President of Human Resources. ~~Lecturers ordinarily carry a course load of from one to four courses, have only the additional duties specified in 2.11.2 (3.), and are placed on the Lecturer salary scale.~~

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. ~~Lecturers are advanced from I to II with certification of earned terminal degree (normally, the doctorate), as with full-time faculty, and are advanced by step after completion of seven courses at Saint Mary's College.~~ Advancement is made with the commencement of the contract period or February 1.

~~Adjunct faculty are assigned five courses or more with additional duties proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty (see section 2.11.2 Workload for Tenure Track Faculty, subsection 2) at the discretion of the College. Such faculty receive a salary based upon the full-time salary scale. Adjunct Faculty cannot move beyond the Associate Scale.~~

SAINT MARY'S COLLEGE
TENURED AND TENURE TRACK FACULTY SALARY SCALE
2015-2016

Step	Assistant I	Assistant II	Associate I	Associate II	Professor
1	60,417	63,905	74,634	78,935	100,444
2	62,229	65,822	76,874	81,303	102,453
3	64,095	67,788	79,180	83,741	104,501
4	66,018	69,822	81,555	86,254	106,591
5	68,000	71,916	84,003	88,842	108,724
6	70,039	74,073	86,522	91,507	110,898
7					113,116
8					115,379
9					117,686
10					120,040

~~For lecturer policy and scale, see the Dean of the appropriate school or Office of Human Resources.~~

2.3.2 SELECTION/APPOINTMENT OF NON-TENURE-TRACK FACULTY

~~2.3.2.1 Visiting Faculty~~

~~The Provost recommends the appointment of Visiting Faculty to the President, upon the recommendation of the Dean.~~

- ~~1. The Provost may, but is not required to, interview final candidates or consult the Rank and Tenure Committee in recommending the appointment of Visiting Faculty.~~
- ~~2. With the exception of subsections 1. and 2. in section 2.3.1 (Section/Appointment of Ranked Faculty), the guidelines for selection and appointment of ranked faculty should be followed in the case of Visiting Faculty.~~

~~2.3.2.2 Adjunct Faculty and Lecturers Contingent Faculty~~

- ~~1. Adjunct Faculty are recommended for appointment by the Provost and the Dean of the School, upon recommendation of the department chair; department chairs should consult with ranked department faculty in making recommendations to the Dean.~~
- ~~2. Lecturers are recommended for appointment by the Dean of the School, upon the recommendation of the department chair.~~

- ~~3. The department chair is responsible for soliciting applications and for conducting initial interviews.~~
- ~~4. The President or his designee must approve all appointments by signing all faculty letters of appointment.~~

2.4

EVALUATION OF ADJUNCT FACULTY

- ~~1. For the purposes of evaluation, each faculty member should have a "primary department or program appointment" officially designated by the Provost. The chair of that department or director of that program conducts the teaching evaluation, although the Dean has the discretion to appoint someone from outside the department or program to "chair" the evaluation process if that would facilitate a more effective process. An evaluation will be based on at least two class visits, arranged in advance with the faculty member, and a review of all teaching evaluations since the most recent formal evaluation.~~
- ~~2. At the beginning of the third year of the position, the Dean will notify the faculty member in writing that the evaluation process has begun.~~
- ~~3. The faculty member may present any self-evaluation or other materials, including letters of support from students, staff, Saint Mary's College faculty, or professional associates outside the College, to the chair of the evaluation process. The chair may request specific materials from the faculty member or written comments from others whose experience with the faculty member would contribute to the evaluation.~~
- ~~4. The chair of the evaluation process will make a written report, sending it to the chair of the department or director of the program if that person is not conducting the evaluation, including in this case all material submitted by the candidate or solicited from others. The chair's written evaluation will not be confidential, but the confidentiality of the materials designated or deemed to be confidential by the chair must be maintained and will not be shared with the faculty member.~~
- ~~5. No later than the end of the semester in which the evaluation was conducted, the department chair or program director will meet with the faculty member to discuss the results. The Adjunct Faculty member will sign the written evaluation, although such signing does not necessarily indicate agreement with the content.~~
- ~~6. The faculty member may submit within two weeks a written response to be included in the file. A copy of the signed evaluation and any written response are then sent to the Dean.~~
- ~~7. The Dean is responsible for assuring that this evaluation and discussion have occurred according to the provisions above.~~
- ~~8. The evaluation file is kept in the Dean's office.~~
- ~~9. After the evaluation meeting (see (5) above), the faculty member may request that the Dean discuss any relevant institutional plan for the position in the future, such as conversion, consolidation, reduction in assigned courses, elimination or continuation (as specified in section 2.1.2 Non-Tenure Track Faculty). That information will be put in writing and subsequently sent to the faculty member concerned. In addition, the Dean will notify the faculty member in writing should any such plans be developed after that discussion during the remainder of that academic year.~~

2.8.4 ISSUANCE OF LETTERS OF APPOINTMENT FOR NON-TENURE-TRACK FACULTY

Appointment as a non-tenure-track faculty member is for a set number of courses and a set term and does not imply any continued employment beyond the date set forward in the letter of appointment. However, in the case of a full-year appointment, the College will indicate no later than December 15 of the current appointment year whether the College anticipates offering a subsequent letter of appointment. This does not apply to appointments for only one semester, quarter, or term, even when those appointments are combined with non-teaching duties at the College. All of these conditions will be reflected in the letter of appointment issued by the College.

2.8.4.1 Retirement of Non-tenure-track Faculty

If a non-tenure-track faculty member anticipates retirement and has retirement benefits, he/she should follow the procedures outlined in the CBA

2.8.4.1 Retirement of Non-tenure-track Faculty

If a non-tenure-track faculty member anticipates retirement and has retirement benefits, he/she should follow the procedures outlined in the CBA ~~section 2.8.2 (Retirement of Tenured Faculty Members)~~.

2.9.3.1.3 Sexual Harassment Prevention/Non-Discrimination Seminars **or other training**

Saint Mary's offers training during each academic year covering sexual and other forms of illegal harassment and discrimination. Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. All employees must complete on-line harassment prevention training at least once every two academic years. (An academic year is defined as July 1 to June 30.) Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave.

Except for those faculty and staff described above, failure of a tenure-track or tenured faculty or staff member to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment against or settlement on behalf of the individual), to the extent permitted by law, the faculty or staff member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty or staff member.

Except for those faculty and staff as described above, failure of a ~~non-ranked faculty member (e.g., adjunct, lecturer)~~ **contingent faculty member** to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment entered against or settlement on behalf of the individual), to the extent permitted by law, the faculty member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty member, as well as precluding that non-ranked

faculty member from being considered for or offered another faculty appointment at the College.

2.11.2 WORKLOAD FOR NON TENURE-TRACK FACULTY

SEE THE CBA

- ~~1. The non-teaching workload for Visiting Faculty will be proportional to the extent of their instructional duties, and otherwise similar to that of ranked faculty in section 2.11.1 (Workload for Ranked Faculty) subsection (7).~~
- ~~2. The non-teaching workload for Adjunct Faculty will be proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty.~~
- ~~3. Lecturers will hold office hours or make themselves equivalently available to students through other means appropriate to the program, and will attend meetings as required by chairs or program directors.~~

~~3.5 Salary supplements may come with performance expectations identified and evaluated by the presiding Dean and Provost.~~

~~3.5~~ 3.5 The CFO, working with Human Resources, will prepare an annual report detailing the amounts spent on salary enhancements, and the underlying funding sources.

3.1.2 LETTER GRADES ~~DEFINITION OF LETTER GRADES~~

3.1.2.1 Definitions

The College defines **undergraduate** letter grades as follows: A, excellent; B, very good; C, satisfactory; D, ~~barely passing~~ **deficient**; F, failing. ~~The average grade should be in the C range (1.5 to 2.5) and~~ **Grading practices should reflect these definitions.** While it is recognized that there may be significant variations in student ability and performance from class to class, department chairpersons should discuss grading practices with faculty who have a consistent pattern of deviation from ~~the C range~~ **expected norms.**