

Faculty Handbook

Volume 2009 2009-2010

Article 11

7-2009

Revisions 2009-2010

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2009) "Revisions 2009-2010," *Faculty Handbook*: Vol. 2009 , Article 11.
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2009/iss1/11>

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REVISIONS 2009-10

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. The Board of Regents role is advisory to the Board of Trustees and the Officers of the College. The Board of Regents is composed of not more than 55 nor less than 25 members. The regular members are nominated by the Regents' Nominating Committee and elected by the Board of Regents to four-year terms (renewable). ~~In addition to the regular members of the Board, there are ex officio members who are the President, the Vice President for Finance, the President of the National Alumni Association of Saint Mary's College, and the President of the Graduate Business Alumni Association of the College.~~ **In addition to the regular members of the Board, there are ex officio members who are the President, the Vice President for Finance, the President of the National Alumni Association of Saint Mary's College, and the President of the Graduate Business Alumni Association of the College.** The Board of Regents meets three times annually. ~~Special meetings may be called as circumstances require, as outlined by the Bylaws.~~ **and is managed by the Vice President for Development.**

1.4.2.2.5 Dean for Faculty Development (see new 1.4.2.3.1 Director of Faculty Development)

~~The Dean for Faculty Development is responsible for promoting among faculty an understanding and commitment to the Mission of the College. The Dean reports to the Provost and collaborates with the Vice Provost for Academics in regard to traditional undergraduate services. Faculty Development Fellows and the Committee on Teaching and Scholarship assist the Dean in designing and implementing faculty development programs that promote effective teaching and scholarship. Programs include developing and coordinating faculty and chair orientations and workshops that promote among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness. The Dean oversees various student and faculty funding sources such as the Faculty Development Fund and the Student Research and Development Grants. The Dean is a member of the Provost Academic Council of Deans and the Campus Deans Committee.~~

(Subsequent numbering of Associate Dean positions is adjusted accordingly: formerly 1.4.2.2.6 through 8--now 1.4.2.2.5 through 7.)

1.4.2.3.1 Director of Faculty Development

The Director of Faculty Development is responsible for designing and implementing programs to enhance faculty scholarship and teaching. The Director reports to the Provost and chairs the Committee on Teaching and Scholarship and the Faculty and Student Development Fund Committees.

(Subsequent numbering is adjusted accordingly for other Director positions: formerly 1.4.2.3.1 through 4--now 1.4.2.3.2 through 5.)

~~1.4.2.3.5~~ Director of Graduate Liberal Studies Program, School of Liberal Arts

~~The Director of Graduate Liberal Studies Program, School of Liberal Arts, is responsible for recruiting students, recommending program admission, and providing academic advising. The Director recommends the appointment of program faculty to the Dean, is responsible for class scheduling, faculty evaluation, and administration of academic policy. In collaboration with the Program Advisory Board, of which the Director is the chairperson, the Director of Graduate Liberal Studies Program is responsible for the organization and development of the program and is an instructor in the program.~~

1.4.3 VICE PROVOST FOR STUDENT LIFE

1.4.3.3 Director of the Student Health and Wellness Center
(no change)

~~Assistant Director of Counseling Services~~ (moved under Director of Counseling Services)

~~1.4.3.4~~ ~~Director of New Student Programs~~ (moved under 1.4.3.1.2 Assistant Dean of Students)

~~Reporting to the Vice Provost for Student Life, the Director has primary responsibility for supporting the successful transition of new students into the College and for leading the Student Life area (in collaboration with Undergraduate Academics and Enrollment) in sustaining and creating collaborative programs that enhance student learning and success.~~

1.4.3.4 Director of Counseling Center

Reporting directly to the Vice Provost for Student Life, the Director is the overall administrator of the Counseling Center which provides direct counseling and psychological services to full-time undergraduate students, including outreach, training and consultation to faculty, staff and parents/guardians. The Director engages in the formal coordination with all Student Life units, academic departments, administrative units and community agencies to facilitate the provision of the counseling and mental health needs of our diverse student population.

1.4.3.45 Director of Public Safety

The Director of Public Safety reports to the Vice Provost for Student Life and coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.4 VICE PRESIDENT FOR FINANCE

The Vice President for Finance is appointed by the President with the approval of 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 is the College's chief financial officer and

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treasurer and her/his duties include responsibility for all business and financial affairs of the College (business policies, operations, technology communications and telecommunications, 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, technology and human resources. As the principal planning officer for the College, the Vice President oversees the Office of Architecture and Construction and is the reporting officer to whom all planning consultants report.

The administrative staff and contractual services staff reporting directly to the Vice President for Finance are the Contracted Bookstore Manager, Chief Technology Officer, Coordinator of Administrative Services, Director of Finance/Controller, Contracted Director of Food Service, Director of Human Resources, Executive Director of Facilities Services, the Physical Plant, and the Director of Central Services, Print Shop Manager.

1.4.4.1 Executive Director of Facilities Services the Physical Plant

The Executive Director of Facilities Services the Physical Plant supervises the Department of Architecture and Construction, the Office of Environmental Health and Safety, and the personnel and the maintenance program of the Facilities Services Department physical plant, including all buildings and grounds, equipment, utilities, and vehicles. The Executive Director also schedules and coordinates the use of College vehicles and is responsible for supervising and coordinating all construction on campus from preliminary planning through project completion.

Director of Architecture and Construction

The Director of Architecture and Construction is responsible for supervising and coordinating all construction on campus from preliminary planning through project completion.

1.4.4.2 Director of Finance/Controller

The Director of Finance/Controller supervises and directs the Budget Office and Business Office operations, including budget management and reporting and all accounting functions, cash management, billing, collections, accounts payable, purchasing, and payroll. The Director of Finance/Controller also coordinates the annual audit of the College's financial records by outside independent auditors.

1.4.4.3 Director of Human Resources

The Director of Human Resources is responsible for the College's human resources, compensation, benefits programs, and discrimination policies, including but not limited to the College's sexual harassment policies. The Director coordinates hiring, reviews all contracts, recommends salary, personnel, and benefit policies to the administration, monitors College compliance with laws in government regulations, e.g., Equal Employment Opportunity, Title IX and Title VII regulations, investigates reported complaints of improper conduct, and advises on other appropriate matters affecting the human resources of the College.

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1.4.4.4 Chief Technology Officer

The Chief Technology Officer (CTO) is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The CTO also oversees campus telecommunications and audio-visual support.

1.4.4.5 Director of Central Services

Manage, oversee, and direct the operations and staff of the Warehouse, Print Shop, and Campus Mailroom. Act as the liaison for the College to the United States Postal Service (USPS) including coordination and oversight of all P.O. boxes rented by the College from the USPS. Oversee and maintain central and distributed photocopy operations.

1.4.5 VICE PRESIDENT FOR DEVELOPMENT

The Vice President for Development is appointed by the President for a term mutually agreed upon, and is responsible to the President. The Vice **President is the chief fundraising officer for the College and** oversees the offices of Development, ~~& Alumni Relations. As the principal fund-raising officer, the Vice President oversees the offices of~~ Development and Advancement Services. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. **The Vice President oversees the comprehensive fundraising campaign. 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 Advancement, Alumni Relations, and Development staff and appoints other staff. 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 Advancement, Alumni Relations, and Development staff and appoints other staff.~~ The Vice President is a member of the President's Cabinet; and an ex-officio member of all committees in the area of ~~development~~ fund-raising and external relations. **The administrative staff of the Vice President for Development includes the Assistant Vice President for Development, the Director of Alumni Relations, the Director of Advancement Services, the Director of Foundations, Corporate Relations and Sponsored Grants, and the Director of Stewardship and Volunteer Relations.**

1.4.5.1 ~~Senior Director for Development~~ Assistant Vice President for Development

The ~~Senior Director~~ **Assistant Vice President** for Development is responsible for planning and directing the College's overall fundraising efforts **from individuals**. The ~~Senior Director~~ **Assistant Vice President** supervises, guides and coaches the Annual ~~Fund Giving,~~ **Fund Giving,** Foundation and Corporate Relations Major Gifts, Athletic Development and ~~Advancement Services~~ **Development Research** staff.

1.4.5.2 Director of Alumni Relations

The Director of Alumni Relations is responsible for involving alumni in the life of the College, through events and communications and as volunteers. In addition to supervising, guiding and coaching the staff of the Alumni Relations Office, the Director of Alumni Relations also manages the Alumni ~~Relations~~ **Association Board of Directors**.

1.4.5.3 Director of Advancement Services

The Director of Advancement Services is responsible for ~~recording gift information properly, updating donor records,~~ **managing the Colleague database of alumni and donor information, including reporting and informational retrieval, gift processing, prospect research and biographical records maintenance,** and coordinating proper acknowledgements of donations received by the College. ~~The Director manages the alumni and donor information database.~~

1.4.5.4 Director of Foundation, Corporate Relations and Sponsored Grants

The Director of Foundation, Corporate Relations and Sponsored Grants directs fundraising programs and grant-making solicitations to foundations, corporate entities and public sources. The Director supervises a grant writer and works closely with the Provost, Deans and faculty members in the development of grants from public and private sources.

1.4.5.5 Director of Stewardship and Volunteer Relations

The Director of Stewardship and Volunteer Relations is responsible for the creation, implementation and ongoing refinement of a comprehensive program for enriching and cultivating relationships that results in donors feeling appreciated, understanding that their gifts are critically important, developing deeper bonds with and greater affection for the College and increasing the likelihood of future gifts. The Director also manages Development events as well as all volunteer donor engagement with the College through numerous boards and committees.

1.4.6 VICE PRESIDENT FOR COLLEGE COMMUNICATIONS/VICE PROVOST FOR ENROLLMENT

1.4.6.8 Director of Scheduling and Promotion

The Director of Scheduling and Promotion reports to the Vice President for College Communications and serves as chief institutional officer for the scheduling and general distribution of information related to the use of College facilities. The office is designed to serve the College by developing and managing a single institutional on-line calendar of events and ensuring appropriate coordination and logistics supporting events. In addition to serving as a source for reservation the Director will offer event planning support and information for all activities on campus by scheduling academic space for College programs and offices, by coordinating with appropriate campus offices and community groups in event logistics, by maintaining

a long-range planning calendar, by identifying College-wide blackout dates, and by serving as the final arbiter of competing interests for dates, times, and facilities. The Director chairs the Facilities Coordinating Group and serves on other committees as assigned.

1.6.1.1 Faculty Elections

The ~~Academic Senate~~ **Committees on Committees** conducts faculty elections to determine:

1. Faculty officers and representatives:
 - Chairperson and Vice Chairperson of the Academic Senate;
 - Faculty Representative to the Alumni Board of Directors.
2. Faculty membership on:
 - Academic Senate
 - Undergraduate **Educational** Policies Committee
 - Graduate & **Professional Educational** Policies Committee
 - Program Review Committee
 - Admissions and Academic Regulations Committee
 - Faculty Welfare Committee
 - Grievance Committee
 - Equal Employment Opportunity Compliance Committee
 - Committee on Committees
 - Committee on Teaching and Scholarship
3. Faculty membership on the Rank and Tenure Committee, in coordination with the Provost and the Office of Academic Affairs.

1.6.1.1.1 Nominations

1. A Candidate Information Survey will be distributed and compiled ~~under the direction of the Academic Senate~~ **by the Faculty Governance Coordinator** in the spring of each year.
2. The ~~Academic Senate~~ **Faculty Governance Coordinator** will ~~prepare direct the preparation of~~ a nominating ballot for each office/committee seat based on (1) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (2) expression of willingness on the part of individual faculty members to serve as indicated by the survey , and (3) the current number of elected positions held by individual faculty members.
3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (ranked or tenured) and instructional duties (4/7 or more, or in the case of chairs and directors of graduate or adult academic units, whose instructional duties are 2/7 or more), (2) appointment status of a faculty member at the time of election (e.g., status in spring term for membership effective in fall term). Faculty members granted a sabbatical or leave of absence retain their eligibility status for

election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.

Procedure: Each voter must designate twice as many persons as nominees for an office or membership as will be elected to that office or committee (e.g., two persons must be designated by a voter as nominees for representative). The specified number of persons (e.g., two) receiving the most votes are nominees for the run-off election. Upon being notified of nomination by the ~~Election~~ **Committee on Committees**, a faculty member may decline nomination.

1.6.1.1.2 Balloting

1. Any ballot must be available for ~~nine~~ **five** school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.
2. Ballots will be made available electronically. ~~Access is regulated via individual passwords newly generated for each election.~~
3. The ballots will be electronically tabulated. ~~at a previously announced time under the supervision of a designated member of the Committee on Committees. Normally this will be done soon after the close of voting.~~

1.6.1.1.4 Faculty Qualifications for Election

~~In elections conducted by the Academic Senate the following are criteria for election:~~

1. In elections conducted by the ~~Academic Senate~~ **Committee on Committees** the following are criteria for election: ...

1.6.1.1.5 Voting Rights

1. Elections conducted by the ~~Academic Senate~~ **Committee on Committees**:
 - a. Ranked Faculty. All ranked faculty will automatically receive notice that ...
 - b. Voting eligibility of full-time and part-time non-ranked faculty will be determined by the Dean's office for the school in which those faculty teach. ~~On or before December 1st of e~~ Each year, **by the beginning of the spring semester**, the Deans' offices must submit to the ~~office of the Academic Senate~~ **Faculty Governance Coordinator** a roster of eligible full-time and part-time non-ranked faculty 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 quarter or semester. Non-academic administrators and coaches who are full-time College employees are considered part-time non-ranked faculty if they teach one full course during the scholastic year of the election. ~~If on December 1st the office of the Academic Senate~~ **the Faculty Governance Coordinator** has not received the voter eligibility roster from a Dean's office **by the first week of the spring semester**, ~~the Senate~~

~~administrative assistant will request the roster, a reminder will be sent to reminding the Dean's office. that the final filing date for the roster is December 15th.~~ If any school does not submit a roster **after being sent a reminder, by December 15th**, adjunct or part-time faculty members in that school will NOT have access to the electronic ballot.

1.6.1.2 The Academic Senate

1.6.1.2.1 (Unchanged)

1.6.1.2.1.1 Responsibilities of the Academic Senate and Relationship to the Campus Community:

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see Executive Meetings, section 1.6.1.2.9.1, and General Meetings 1.6.1.2.9.2). These reports and recommendations are submitted to the Provost **(and other administrative bodies of the College and/or Board of Trustees when the Senate deems it appropriate.)** The Provost will keep the Senate informed of action taken. When the Provost has chosen not to act or to act contrary to the Senate recommendations, the Provost informs the Senate of his/her reasons. **(See 6b below for details.)**
2. From time to time, the Academic Senate will make recommendations to the Provost **(and other administrative bodies of the College and/or Board of Trustees when the Senate deems it appropriate)** concerning governance structures at the College. The Provost will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines ...
4. In consultation with the Academic Senate, the President defines ...
5. The Academic Senate establishes ...
6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Provost for consultation, approval, or disapproval.
 - a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1.3.
 - b. ~~Any motion of the Senate regarding academic programs of the College is sent to the Provost for approval, disapproval, or further consideration. The Provost will act within 60 working days.~~ **Motions of the Senate that are sent to the Provost (and other administrative bodies of the College and/or Board of Trustees when the Senate deems appropriate) will be responded to in writing within 60 working days. In the case of disapproval, the response will detail include the Provost's concern(s) about the motion.** Requests which are forwarded to the Academic Senate by the Provost will be acted upon within 90 school days.

1.6.1.2.2 – 1.6.1.2.5 Unchanged

1.6.1.2.6 Faculty Governance Coordinator

The Faculty Governance Coordinator ~~takes minutes of general and special general meetings of the Academic Senate and prepares them for posting. The Faculty Governance Coordinator also provides administrative support to the Academic Senate and its elected faculty committees. In addition, she/he:~~

1. Takes minutes of general and special general meetings of the Academic Senate and prepares them for posting;
2. **Attends all Executive Meetings of the Academic Senate** Prepares agenda (~~coordinated set~~ by the **Senate executive committee chairperson**), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
3. **Maintains the Faculty Governance website, posting memberships, agendas, current reports and proposals, minutes, meeting schedules, etc.**
4. 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.);
5. **Serves as an ex-officio, non-voting member of the Committee on Committees;** ~~Assists the Election Committee in the conduct of elections;~~
6. **Coordinates and conducts the yearly faculty elections, in consultation with the Chair of the Committee on Committees;**
7. Performs other duties related to the conduct of Senate business;
8. **Supports the Undergraduate Educational Policies Committee, the Graduate and Professional Studies Educational Policies Committee, the Admissions and Academic Regulations Committee, and the Program Review Committee, as well as other committees of the Senate;**
9. **Keeps calendars, notices to faculty and maintains the Faculty Governance website for each of the above committees, as well as the Academic Senate, Academic Administrators Evaluation Committee, and the Faculty Welfare Committee.**

The Faculty Governance Coordinator is selected by the ~~e Chair person~~ **Chair person of the Academic Senate** with the assistance of the Human Resources office and according to established College procedures. The Faculty Governance Coordinator reports to the ~~e Chair person~~.

1.6.1.2.9

Duties of the Academic Senate

2. To set the agendas for general and special general meetings.
 - d. The faculty. Any faculty member ...
 - i. The consent agenda.
 - 1) 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 which 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 ~~passed~~ on a **designated “consent agenda” item basis** are ~~announced to the faculty taken at the next~~ a general meeting of the Senate and are directed to the appropriate College officials for further action, if needed.

1.6.1.2.10 The Provost

The Provost may:

1. Approve **the motion** as presented **in writing within 60 working days**; or
2. ~~Discuss~~ **Consult** with the Senate **about** possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove. **The response will include the Provost’s concern(s) with the motion and be submitted within 60 working days. When the Senate deems it appropriate, they may request that the motion and the Provost’s concerns be sent to the President and/or the Board of Trustees. Such an action would require a two-thirds majority vote of the Senate.**

~~At the beginning of each academic year, the Provost will submit a report to the Senate on the status of its actions items pending from the previous academic years, including pending items if there are any. This report will be distributed to Senators at least 48 hours prior to the meeting at which it will be discussed.~~

1.6.1.2.15 Business Procedures . . .

3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the ~~Chairperson~~ of the Senate at least 48 hours prior to the executive meeting at which it will be discussed (see Executive Meetings, section 1.6.1.2.9.1, 2.d.).

4. The Senate will not proceed to consider and/or discuss an item unless the documents that are to be the basis of discussion have been distributed to Senators 48 hours before that meeting. The Chair has the discretion to make an exception to this requirement.

5. Discussion (no change except for the number)

1.7.3.11 Human Research Institutional Review Board

Role: The Human Research Institutional Review Board (IRB) meets ...

The Committee's responsibilities include:

1. The formulation of guidelines and policies which meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with his designee and the College's General Counsel. **The committee reports to the Provost or the Provost's designee.**
2. The provision of information ...
3. The review of all proposals ...
4. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the ~~Dean for Academic Development~~ **Provost** on the research approved.

Membership:

- two ranked faculty members from the School of Science
- one faculty member from the School of Liberal Arts
- one faculty member from the School of Education
- at least one member from off-campus who is not a part of the immediate family of a person who is affiliated with the institution (Code of Federal Regulations 46.107(d)), ex-officio, appointed by the President
- the College's General Counsel, ex-officio, or other designee appointed by the President
- the ~~Dean for Academic Development~~ **Director of Institutional Research**, ex-officio...

4.7.3.13

College Transitions Council

~~The College Transitions Council will build upon work previously undertaken by the campus Spring Visit Program committee (overseeing the Overnight and Gael for a Day programs) and the Orientation committee. The charge of the Council includes:~~

- ~~Establishing a campus-wide, collaborative approach to the planning and implementation of programs for new students~~
- ~~Developing a consistent theme to be carried through spring yield and orientation publications and programs~~
- ~~Creating a new student handbook for first-year Gaels~~
- ~~Continuing an emphasis on both the academic life of the College and involvement in co-curricular activities~~
- ~~Extending coverage of the College's mission and three traditions~~
- ~~Improving the integration of Orientation session IV, Transfer Orientation and International Student Orientation with Week of Welcome activities~~

Membership:

- ~~Dean for Academic Advising and Achievement (co-chair)~~
- ~~Senior Admissions Counselor (co-chair)~~
- ~~Student Intern for Admissions~~

- ~~— Director of New Student Programs (co chair)~~
- ~~— Student intern for New Student Programs~~
- ~~— Associate Dean of Liberal Arts~~
- ~~— Associate Dean of Student Life for Residence Life~~
- ~~— Assistant Dean of Student Life for Student Involvement~~
- ~~— Assistant Dean of Student Life for Mission and Leadership~~
- ~~— First Year Class President~~
- ~~— Faculty member, appointed by the Vice Provost for Academic Affairs~~
- ~~— Director of Collegiate Seminar~~
- ~~— Director of Parent Relations~~
- ~~— Director of Center for International Programs~~
- ~~— Director of Articulation and Transfer/Associate Registrar~~
- ~~— Assistant Registrar in charge of scheduling~~

1.7.3.44 **13** Campus Athletic and Recreational Sports Committee ...

1.7.4.2 Faculty Welfare Committee

Membership: The committee consists of ~~six~~ **five voting** members:

- ~~four~~ **three** tenured faculty members elected at-large for staggered, two-year terms
- one ranked non-tenured faculty member elected at-large for a two-year term
- one liaison senator, ~~non-voting, ex-officio~~ **serving a one year term, renewable**

~~The Committee shall elect its own chairperson for a one year term.~~

Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The Senate liaison is ineligible to serve as chair. The chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

1.7.4.3 The Committee on Committees

Role: The Committee on Committees is a standing committee of the Academic Senate, charged with responsibility for conducting faculty elections (see section 1.6.1.1). The Committee reports regularly through the elections season to the Academic Senate and maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness and reports on same to the Senate and, when warranted, recommends changes.

Membership: The committee consists of five members:

- vice chairperson of the Academic Senate, who serves as chairperson of the committee for one year

- four tenured faculty members, one from each School, elected for two-year, staggered terms
- **the Faculty Governance Coordinator, as an ex-officio, non-voting member.**

1.7.4.5 Undergraduate Educational Policies Committee

Membership: This Committee is composed of twelve **voting** members:

- chairperson (tenured undergraduate faculty member)
- vice-chairperson (tenured undergraduate faculty chairperson elect)
- liaison senator (tenured undergraduate faculty member) **serving a one year term, renewable**
- five undergraduate faculty members, one elected from each of the three undergraduate Schools (tenured faculty) and two at-large (tenured faculty)
- Director of Collegiate Seminar
- Director of January Term
- Library representative
- **Director of 2+2 Nursing representative**

1.7.4.6 Graduate and Professional Studies Educational Policies Committee

Membership: This Committee is composed of ~~five~~ **six** voting ~~and two ex-officio~~ members:

- three graduate and professional studies faculty members (tenured), one elected from the tenured graduate and professional studies faculty of each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms (the faculty serving in these roles must satisfy the Qualifications for Election—see section 1.6.1.1.4)
- liaison senator **(graduate faculty member) from the Kalmanovitz School of Education** ~~(tenured faculty) serving a one year term, ex-officio~~ **serving a one year term, renewable**
- Library representative, ~~ex-officio~~
- the chairperson, who is elected at large from among the tenured graduate and professional studies faculty of the College, or, when circumstances require, appointed by the chairperson of the Academic Senate to serve a one-year term.

1.7.4.7 Program Review Committee

Membership: This Committee is composed of seven **voting** members:

three tenured undergraduate faculty, elected one each from the undergraduate Schools

- two tenured graduate and professional studies faculty, one elected from the Kalmanovitz School of Education and one elected at large from the graduate and professional studies faculty of the College
- a liaison senator serving a **one year term, renewable**
- a Library representative, ~~ex officio~~

~~The committee selects a chairperson from the current elected membership (excluding the Senate liaison), or requests that the chairperson of the Academic Senate appoint one of them as chairperson. The chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office. Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The Senate liaison is ineligible to serve as chair.~~

1.7.4.8 Admissions and Academic Regulations Committee

Membership: This Committee consists of five **voting** members:

- Three tenured faculty members elected by School from each of the undergraduate Schools—Economics & Business Administration, Liberal Arts, and Science;
- One ranked faculty member elected at-large;
- The vice-chairperson of the Academic Senate serves as liaison senator on this committee.

The elected faculty members of the Committee serve two-year staggered terms; they are elected from the tenured roster and must satisfy the Qualifications for Election (see section 1.6.1.1.4).

~~The chair of the committee is selected from the current membership, excluding the liaison senator, for a one-year term. Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The Senate liaison is ineligible to serve as chair.~~

1.7.5.4 Alcohol and Other Drugs Committee

Role: The AOD Committee's purpose is to support the legal and responsible use of alcohol while reducing the high-risk behaviors and negative consequences associated with the use of alcohol and other drugs. The committee's activities include:

1. Promotes forums for campus dialogue and educational opportunities concerning alcohol as well as illicit and illegal drugs;
2. Reviews the College's policies, procedures and practices regarding alcohol and other drugs; and
3. Conducts the biennial review of the College's drug prevention program (in compliance with the Drug Free Schools and Communities Act Amendments of 1989).

Reports to the Vice Provost for Student Life.

Membership:

- ~~— Vice Provost of Academic Affairs and Vice Provost for Student Life, co-chairpersons~~
- ~~— 3 appointed students (one appointed by the ASSMC President for a one academic year term, one appointed by the Assistant Dean of Student Life for Student Involvement for a two academic year term, and one student appointed by the Dean of Student Life for a two academic year term)~~
- ~~— 2 appointed faculty (appointed by the Academic Senate Chair, one for a one year term and one for a two year term)~~
- ~~— 4 appointed staff (one appointed by the Dean of Student Life, one appointed by the Assistant Dean of Student Life for Student Involvement, one appointed by the Director of Human Resources, one appointed by the Director of Athletics)~~
- ~~— 2 staff by right of position (Director of the Alumni Office, Health Educator from the Health and Wellness Center)~~

~~Meetings: Meets at least once per term.~~

2.2.2 PROBATIONARY (TENURE-TRACK) APPOINTMENT

The total period of full-time service as a probationary tenure-track appointee may not exceed seven years. At the time of the initial tenure-track appointment, the anticipated year in which the tenure review will occur will be specified in writing. A faculty member coming to the College without any previous full-time ranked teaching elsewhere will be considered for tenure in the sixth year of appointment. The College will ~~recognize~~ **normally consider** up to three years of other full-time ranked teaching elsewhere and credit this toward the year of tenure consideration. Thus, a faculty member with three years credit would come up for tenure consideration in the third year of the probationary appointment. ~~In determining the rank and step initially assigned to a faculty member, the appointee's past activities (e.g., teaching, professional experience, scholarly activities, etc.) are evaluated for equivalence to full-time service.~~ **In exceptional circumstances (see 2.3.1.14), a faculty member may be appointed with tenure, or with four, five, or six years toward tenure.**

In determining the rank and step initially assigned to a faculty member, the appointee's past activities (e.g., teaching, professional experience, scholarly activities, etc.) are evaluated for equivalence to full-time service.

2.3 SELECTION AND APPOINTMENT PROCEDURES

2.3.1 SELECTION/APPOINTMENT OF RANKED FACULTY

14. In exceptional circumstances, when the Program/Department, Dean and Provost are in agreement, the President may appoint the candidate with tenure, or with four, five, or six years toward tenure. In cases of a proposed appointment with tenure, the qualifications of the candidate must be reviewed and approved by the Rank and Tenure Committee (see 2.6.1.1.4) before the appointment can be made.

15. Appointments are made by the President, upon the recommendation of the Provost, acting upon the recommendations of the Dean of the School and the department or program.

2.6.1.1 Additional Criteria

4. **Exceptional appointments:** For appointments with tenure, in addition to the tenure criteria, the following special criteria apply:
 - a) evidence of very high level of teaching effectiveness and continued development of teaching expertise; and
 - b) evidence of highly effective service to his/her college/university community in and beyond the level of the department; and
 - c) evidence of superior scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College; and
 - d) an active interest in the quality of the curriculum and clear evidence of the ability to work productively with colleagues.

2.6.2.1.3 Tenure

The normal length of probationary tenure-track letters of appointment is one year; all such letters of appointment are eligible for consideration for annual renewal. The total length of the probationary tenure-track period at the College will not exceed seven years. Faculty appointed to a probationary tenure-track position **normally will** ~~can~~ have up to a maximum three years of prior experience recognized toward tenure. **In exceptional circumstances a candidate can be appointed with tenure, or with four, five, or six years toward tenure.**

Scholarly leave of absence for one year or less will count as part of the probationary period except in the case where a faculty member already has been granted the maximum years towards tenure (three). In this case whether or not the scholarly leave of absence will count as part of this probationary period is subject to prior approval by the Provost. See Section 2.2.2.2 for further information about interrupting the probationary period.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

1. ~~All~~ *Probationary tenure-track candidates. Interim reviews by the Rank and Tenure Committee shall occur for all probationary tenure-track professors who will be considered for tenure in either of the two years following appointment. must have two interim reviews by the Rank and Tenure Committee prior to the year in which they are to be reviewed for tenure. These interim reviews will occur in the second year prior to the tenure year and in the first year prior to the tenure year, respectively. (See chart in preceding section 2.6.2.2.)*

2.6.2.2.3 Promotion and Tenure Reviews (effective July 1, 2009)

2. On or before September 1 of each year, the Provost shall provide a written reminder to the Deans of the Schools and the chairpersons of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chairpersons so notified shall then submit to the chair of the Rank and Tenure Committee, on or before **September 30 for third-year interim reviews, on or before October 15 for fourth- and fifth-year interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress reviews**, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the

chair of the Rank and Tenure Committee, on or before November 1 for interim reviews, and on or before December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.

5. On or before June 15 of each year, the Provost shall ~~notify~~ **distribute to** the academic community, ~~by means of a published a draft electronic list, of roster of all Rank and Tenure faculty, including a list of~~ those persons who are to be considered for **interim review**, promotion, or tenure. Members of the academic community ~~participating in that year's R&T processes will receive~~ **have access to Forms A or B**, as appropriate, ~~Forms A or B on the Provost's website:~~
stmarys-ca.edu/about-SMC/provost/forms/index.html

Form A is to be submitted by candidates for promotion or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's department or program chair to address the candidate's credentials in light of the *Handbook* criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make an individual recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. Members of the academic community will submit to the chair of the Rank and Tenure Committee, ~~before November 1~~ by December 15, letters of evaluation. All **individual** letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson and by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file.

(The chart that follows this section in the Faculty Handbook and summarizes the dates discussed above has been revised to conform to the revised dates and guidelines.)

2.8.5.2.1

Process for Suspension of Program Enrollment

The Dean of a School may halt new enrollment of students in the program for one or at most two consecutive enrollment periods (a quarter, a trimester, a traditional undergraduate semester, etc., whichever applies to that program). This action can occur only after the dean receives approval of the provost, after a review is completed by the GPSEPC, and in consultation with the Chair of the Senate, program chair or director, members of the governing board if any, and other faculty in the affected program or department. The Dean must notify the Chair of the UEPC or GPSEPC in writing of the plan for suspension of admissions and its effect on classes, and set a deadline for their resumption. The Dean will also notify the faculty of the program. If the Dean believes that the termination of the program is the likely outcome of the suspension of enrollment, appropriate steps must be taken to initiate the termination process so that the process stated below (ending in an Academic Senate action) can be reached before the suspension period ends. Under no circumstances should classes or enrollment be suspended beyond two consecutive academic enrollment periods without a determination by the UEPC or GPSEPC of the status of the program. The Chair of the UEPC or GPSEPC may require a full report by the Dean of the affected program prior to the end of the suspension period if the Chair believes that such a report would help resolve the situation.

2.8.5.2.2

Process for Discontinuance of an Academic Department or Program

1. Proposals should be written by the appropriate academic dean with reference to the *Guidelines for Department and Program Reviews* to ensure that all aspects of the department or program are duly considered. In addition, the proposal should address the following questions:
 - (a) Why should the department or program be terminated based on the following criteria: quality of the program, demand, efficiency, and centrality to the mission of the College
 - (b) What are the probable effects of termination of the program? For example, who will be affected by the decision? How? What are the potential effects on faculty (tenured, tenure track, and non-tenured), staff, students, majors, other undergraduate and/or graduate programs of the College? What effect will this action have on other departments? What effect will this action have on the College's character and mission (Liberal Arts, Catholic, Lasallian)?
 - (c) What steps should the College take to minimize any negative effects of the discontinuation?
2. Proposals for discontinuing a department or program are to be submitted in writing to the Undergraduate Educational Policies Committee (UEPC) or Graduate & Professional Studies Educational Policies Committee (GPSEPC) during the academic year but no later than March 1st. Once a proposal is received, the committee will meet with (1) the Provost, or the Vice Provost for that program, (2) the Dean of the department's or program's school, (3) the department chair or program director, (4) the department/program faculty, and (5) a Program Review Committee representative. The committee chair will then bring forward to the Academic Senate either a) a recommendation for discontinuance or b) recommendation against discontinuance.
3. The Senate will consider and take action on the recommendation of the UEPC or GPSEPC.

2.14.7

RETIREMENT

1. Social Security/Medicare. All employees are covered by law and have a Social Security deduction made from their pay which 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.
2. TIAA/CREF Retirement Plan. All faculty with the rank of Instructor, Assistant Professor, Associate Professor, or Professor are eligible to participate in the TIAA/CREF 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~~ 2% 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.

2.15.1 SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

(the 2009-2010 Full-time Faculty Salary Scale is the same as the 2008-2009 scale)

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, technologies, and staff which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum. The print collection includes over ~~222,000~~ **252,000** volumes **30,000 journal titles, 5,000 videos** and 450,000 non-print items (microforms, maps, video recordings, CD-ROM/multimedia titles). ~~The Circulation Department Media Center, located on the second-first floor of the Library, houses a collection of over 5000 videos cassettes and DVDs. These include film classics in the Byron Bryant collection and instructional programs supporting the Saint Mary's curriculum. The collection also includes audio cassette tapes, CDs (primarily classical music), and multimedia CD-ROMs. Titles in the collection may be found via the ALBERT online catalog.~~ Electronic information resources are described in detail below.

Access to text, images, and ...

Spaces for reading and study, group and individual, ~~as well as for interactive collaboration,~~ are provided. Reference librarians are available on a regular schedule and for extended assistance by appointment. **In addition to individual viewing stations, the Library includes two group-viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large-screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, sixteen laptop computers and stereo sound system. The Wildenradt Theater may be reserved in advance.**

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, full-text resources, and interlibrary borrowing services for books, videos, and journal articles. **In 2009 the Library added a collection (ebrary) of 30,000+ digital books to the collection. The books are cataloged in Albert and accessible through the Library's Databases web page.** These resources are available via workstations throughout the SMC campus and remotely throughout the world via the World Wide Web. All that is required is your SMC ID card (with library bar code on the back), a computer with an internet connection, and a Web browser.

The ALBERT online catalog includes...

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books, **videos**, and articles needed for faculty research or instructional purposes which are not available in the Saint Mary's Library may be requested from other libraries through the Interlibrary Borrowing service. **Requested items** ~~Books and digital copies of articles are~~

generally delivered within three to four days of request. There is no charge to faculty for this service.

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the **Library's** faculty copy card to make a copy of non-circulating library material, such as a page or chapter from a reference book or a journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material twice, either in person, by phone, or ~~online by computer~~ using ALBERT, the Library's online catalog and circulation system.

When material is overdue, faculty will receive a courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Material may be scanned and placed on electronic reserve for 24/7 access, or physical copies may be placed on reserve at the Circulation Desk. Placing items on Reserve ensures that students will have ready access to this material. The physical Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide." **Digital reserve items are available 24/7.**

3.4 COMPUTER AND TECHNOLOGY SERVICES

~~3.3.2~~ 4.3 MEDIA SERVICES

~~3.3.2~~ 4.3.1 Media Services

Media Services provides expertise, facilities, ~~collections~~, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed for instructional and administrative purposes. For descriptions of available equipment and services, see the Media Services section of SMCnet.

~~3.3.2~~ 4.3.2 Media Center

Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use. ~~In addition to individual viewing stations, the Media Center includes two group viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, and stereo~~

sound system. The Wildenradt Theater may be reserved in advance. Subject to copyright restrictions, faculty may place personal copies of tapes and discs on reserve for student viewing and listening in the Media Center. Tapes and discs may be checked out by faculty for classroom use. The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

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