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Handbook Revisions July 2001

Saint Mary's College of California

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FACULTY HANDBOOK REVISIONS July 2001

The following are revisions to the text of the *Faculty Handbook* which was issued July 2000. These revisions were approved by the Board of Trustees April 30, 2001, and became effective July 1, 2001. Plans to make the 2001 edition of the *Faculty Handbook* available on the SMC Website are under way.

Users of the *Handbook* should check the enclosed, revised Index before relying on or quoting from any material from the *Handbook*, to ascertain whether or not the material in question has been revised. Types of revisions include not only revisions of the original text but also entries of new text and re-numbering of items.

<u>Section</u>	<u>Revision</u>
Notice	1 st sent.: Change date to "July 2001."
Table of Contents	Sec. 3.5.: Change "Secretarial Services" to "Administrative Support Services"
1.2	2 nd para.: Change "7,000" to "6,500"; "63,000" to "66,000"; "86" to "83."
1.4.1	Insert "Development," between "Advancement," and "Administration;" insert "and" between "Officer," and "Enrollment."
1.4.1.1	Change "Council" to "Cabinet."
1.4.1.2	1 st sent.: Change to read "...to the President, to the Board of Trustees, and to the College." 3 rd sent.: Change "Council" to "Cabinet."
1.4.2	1 st para.: Change "Council" to "Cabinet."
1.4.2.1	Revise:

"The Assistant Academic Vice President oversees the programs of the Office of Academic Advising and Achievement, and is responsible for the traditional undergraduate Commencement, the summer Lasallian Heritage Institute and other Lasallian events throughout the year, and the College Convocation. The Assistant Academic Vice President acts as the College Diversity Coordinator, is co-responsible with the Dean for Campus Life for new student Orientations, and takes other duties as assigned."

1.4.2.2.4 1st sent.: Delete “and Leadership.”

1.4.2.3.5 Delete 2nd sent.

1.4.3 1st para., last sent.: Change “Council” to “Cabinet.”
2nd para.: Delete “and Leadership;” add “the Dean for Campus Life;” delete “the Director of Residence Life,” “the Director of Student Health and Wellness Center,” and “the Director of Student Recreation and Fitness.” Change “Coordinator” to “Director.”

1.4.3.1 Change title to Dean of Student Development and revise text to read:

“The Dean of Student Development is responsible to the Vice President for Student Affairs and is designated the primary advocate for student development, providing administrative leadership for the Directors of the Career Development Center, the Counseling Center, Student Health and Wellness Center, the Catholic Institute for Lasallian Social Action (CILSA), and for the Director of the Women’s Resource Center. The Dean’s duties include the administration of student judicial policies and procedures in collaboration with the Dean for Campus Life, the Director of Student Conduct, the Director of Public Safety and other designated administrators.”

1.4.3.1.3.1 Re-number as 1.4.3.1.5. Change “Coordinator” to “Director.”

1.4.3.1.4 Change from “Director of Student Recreation and Fitness” to “Director of Catholic Institute for Lasallian Social Action (CILSA).” Delete text and substitute CILSA text from 1.4.3.2.

1.4.3.1.5 Re-number as 1.4.3.2.1 and move below 1.4.3.2

1.4.3.2 Change to “Dean for Campus Life” and revise text to read:

“The Dean for Campus Life is responsible to the Vice President for Student Affairs and provides administrative leadership to the Directors of Student Activities, and of Events and Conferences, and direct oversight of the Office of Residence Life. The Dean and the Residence Life staff establish policies, programs and procedures which facilitate students’ intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Associate Directors, Resident Community Coordinators, Resident Directors/Brother Counselors, and Resident Advisors. The Dean for Campus Life works in collaboration with the Dean of Student Development in the administration of student disciplinary policies, and with the Director of Public Safety.”

1.4.3.3. 2nd sent. Change “Institutional Marketing and Public Relations department” to “Advancement office.”

- 3rd sent. Change “Campus Athletic Council” to “Campus Athletic and Recreational Sports Committee.”
- 1.4.3.4 Re-number as 1.4.3.2.2 and move below 1.4.3.2.
- 1.4.3.5 Re-number as 1.4.3.4.
- 1.4.3.6 Delete.
- 1.4.3.6.1 Re-number as 1.4.3.2.3 and move below 1.4.3.2.
- 1.4.3.6.2 Re-number as 1.4.3.2.4 and move below 1.4.3.2
- 1.4.3.6.3 Re-number as 1.4.3.2.5 and move below 1.4.3.2
- 1.4.4 1st para., last sent.: Change “Council” to “Cabinet.”
- 1.4.5 1st para.: Change 2nd sent. to read: “[...] the Vice President oversees the offices of External Relations, Alumni Relations, Parent Relations, Media Relations, Community Relations and Publications, and Marketing.”
Delete 3rd sent.
6th sent.: Insert “Advancement” between “administrative” and “staff.” Last sent.: Change “Council” to “Cabinet.”
2nd para.: Change to read: “[The administrative staff...are:] the Senior Director for External Relations, the Director of Publications, and the Director of the Office of Architecture and Construction.”
- 1.4.5.1 Replace title and text with new “Senior Director for External Relations.” “The Senior Director for External Relations is responsible for the College’s external relations program, overseeing the areas of alumni, parent, community and media relations.”
- 1.4.5.2 Replace title and text with new “Director of Publications.” “The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College. The Director’s primary publication responsibilities include academic catalogues, admission materials, and advancement and development marketing pieces.”
- 1.4.5.3 Replace title and text with new “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.”

- 1.4.5.4 Delete.
- 1.4.5.5 Change title to "Director of Advancement Services"; re-number 1.4.6.1. 1st sent.: Change "Director of Research" to "Director of Advancement Services"
- 1.4.6 Replace title and text with new "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. 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 is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Development staff and appoints other staff. The Vice President is a member of the President's Cabinet, is the liaison to the Board of Regents, and an ex-officio member of all committees in the area of development.

"The administrative staff of the Vice President for Development are: the Director of Advancement Services and the Special Assistant to the President."

- 1.4.6.2 Replace title and text with revised "Special Assistant to the President" "The Special Assistant to the President may serve in the capacity of spokesperson for the College in the President's place when the President so designates. The Special Assistant works with members of the Advancement and Development staffs on calendar and events issues involving the Special Assistant's participation and assumes responsibility for fund raising as directed by the President and the Vice President for Development." [Former 1.4.6.2 re-numbered 1.4.7.2. Change "Director of Admissions" to "Dean of Admissions" in title and in text.]

1.4.6.3 Re-numbered 1.4.7.3.

1.4.6.4 Re-numbered 1.4.7.4.

1.4.6.5 Re-numbered 1.4.7.5.

- 1.4.7 New numbering for VICE PRESIDENT FOR ENROLLMENT SERVICES. 3rd sent.: Insert "in Enrollment Services" between "administrative staff" and "and appoints." 4th sent.: Change "Council" to "Cabinet." 2nd para.: Change "Director of Admissions" to "Dean of Admissions"

1.5. Organization Charts 1.5.1, 1.5.3, 1.5.4, 1.5.5 and 1.5.6 (now 1.5.7) have been revised and are included as addenda to these Revisions. Chart 1.5.6 is new.

1.6.1.2.1.1 - (3) 2nd sent.: Delete "Faculty Handbook Review Committee."

1.6.1.2.1.1 - (6a) Change "1.6.1.2.9.1-3" to read "1.6.1.2.9, 1.6.1.2.9.1, 1.6.1.2.9.2, and 1.6.1.2.9.3."

1.7.2.2 1st. sent: Delete "reviewing College policies, procedures, and progress regarding equal employment opportunities in hiring, promotion, search for and evaluation of College personnel, and for hearing" and substitute "considering and deciding." Same sentence: add "(other than sexual)" between "harassment" and "or discrimination."

1.7.2.3 Delete.

1.7.2.4 Delete.

1.7.2.5 Re-number 1.7.2.3.

1.7.3.5 [R&T Committee "*Membership*" revisions/additions are in **bold**.]
Delete "a chairperson with vote."
- **two members-at large...elected for three-year staggered terms;**
- **a chairperson (with vote), elected from the above seven regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large;**
Delete "- two alternate members (undergraduate or graduate)" and next three sentences, ending "who is absent with notice," and substitute:
" - **two alternates (undergraduate or graduate), with three-year staggered terms. The alternates attend Committee meetings and prepare cases at the discretion of the chair in consultation with the Committee.**"
Last sentence, change to read "Regular attendance by the **alternates provides...**"

The elections for the members-at-large and for the alternates shall be conducted as follows:

In the nominating balloting, each faculty member nominates up to four people. The final ballot consists of the four faculty receiving the most votes on the nominating ballot. On the electing ballot, each faculty member votes for two. The person receiving the highest number of

votes becomes a member-at-large on the Committee, and the person receiving the second-highest number of votes becomes an alternate.

If any person serving on the Committee (School representative, at-large member, or alternate) [is required to leave...permanently within the first two months of the Committee's sessions,] a replacement election must be held.

If any member serving on the Committee (School representative, at-large member, or alternate)[...a replacement election must be held.] Delete next two sentences, and final sentence ("In the event of resignation..."). Under *Faculty Qualified for Election*, (1), insert "tenured" after "ranked."

1.7.3.6 Last para.: Delete "As of the academic year 2000,"

1.7.3.6.3 2(a.): Delete "beginning in the academic year 1999-2000")

1.7.3.7 Under *Membership*, delete list and substitute:

- Dean of the Intercollegiate Nursing Program, chairperson (Merritt)
- Chairperson, Undergraduate Nursing Program (Merritt)
- Director, Recruitment and Admissions (Merritt)
- Director, Student Affairs (Merritt)
- Registrar (Merritt)
- two faculty members appointed by the Academic Dean (Merritt)
- student representative appointed by the Student Body President (Merritt)
- Academic Vice President and Provost, ex-officio (Merritt)
- Vice President, Student Affairs (Saint Mary's)
- Dean, Academic Services (Saint Mary's)
- Dean, Admissions (Saint Mary's)
- Registrar (Saint Mary's)
- Academic Advisor, Nursing (Saint Mary's)
- faculty member appointed by Academic Vice President (Saint Mary's)
- student representative appointed by the Student Body President (Saint Mary's)
- Academic Vice President, ex-officio, Saint Mary's"

1.7.3.11 Under *Membership* [International Programs Coordinating Committee] change "Director of Admissions" to "Dean of Admissions"

1.7.3.15 Under *Membership* change "Dean for Student Development and Leadership" to "Dean for Campus Life"
Add "and Leadership" to "Director of Student Activities"
In sentence beginning "three students," change "Dean for Student Development" to "Dean for Campus Life."

- 1.7.4.1 Under *Membership* changes are in **bold**:
“- **nine** undergraduate faculty members, **three** elected at-large by...
- **three** graduate faculty members, ...
- **two** Extended Education undergraduate faculty...**to** three-year terms.

2nd para., 1st sent.: Delete “one is elected each year” and change to **two are elected in two consecutive years and one is elected every third year.**

Insert new 5th para.:

“A Grievance Committee member may serve on a maximum of two concurrent grievances. In an academic year in which the number of concurrent grievances filed exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage of the grievance proceedings.”

6th para.: Delete “If insufficient challenges are registered...” Begin new sentence “The Committee is **then** reduced to five...”

- 1.7.4.3 Re-number 1.7.9.4 and revise (see 1.7.9.4).
- 1.7.4.4 Re-number 1.7.4.3.
- 1.7.4.5 Re-number 1.7.4.4
- 1.7.4.6 Re-number 1.7.4.5
- 1.7.4.7 Re-number 1.7.4.6
- 1.7.5.1 Replace title and text with “Campus Athletic and Recreational Sports Committee.”

“The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the Vice President for Student Affairs, and/or to the President of the College.

Meetings: Meets at least three times during the academic year.

Membership:

- Faculty Athletic Representative (appointed by the President), chairperson, one-year term
- two faculty members (appointed by the Academic Senate), three-year terms
- two administrator/staff members (appointed by the President or his designee), three-year terms

- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- Vice President for Student Affairs
- Director of Athletics
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports"

1.7.5.2 Under "*Membership*," delete "and Achievement" after "Dean, Student Development."
Correct "two representative" to "two representatives."

1.7.5.3 3rd sent.: Change "Dean for" to "Dean of" and delete "and Leadership."
4th sent.: After "Dean of Student Development," delete "and Leadership."
Under "*Membership*," 2nd item: Change "Director, Residence Life" to "Dean for Campus Life."

1.7.5.4 Change "Director of Residence Life" to "Dean for Campus Life." Under *Membership*, change "Director of Residence Life" to "Dean for Campus Life" in both places where it occurs in this list.

1.7.5.5 Under "*Membership*," delete "and Leadership" after "Dean, Student Development."
Change "Coordinator" to "Director, Women's Resource Center."

1.7.5.7 New insert: "Campus Student Life Committee"

Role: The Campus Student Life Committee develops agenda for the Vice President of Student Affairs Cabinet and the Regents Student Life Committee that addresses student academic, social, spiritual, career, recreational, and physical needs and interests.

Membership:

- Vice President for Student Affairs, chairperson
- Dean of Student Development
- Dean for Campus Life
- Director of Athletics
- Director of Public Safety
- Director of Student Activities and Leadership
- four students from the Executive Committee of the ASSMC, one-year term
- one student Resident Advisor, appointed by Resident Advisors, one-year term
- one student athlete, appointed by the Student-Athlete Advisory Committee, one-year term

Meetings: Meets at least twice per term.

1.7.6.2 2nd para.:Insert between “Academic Senate” and “as co-chairs” the phrase “or his/her designee.” After “Enrollment” change “and Management” to “Services.”

1.7.8.1 Under “*Membership*,” delete and substitute:

- Vice President for Enrollment Services (chairperson)
- Dean for Campus Life
- Dean of Academic Advising and Achievement
- Dean of Admissions
- Dean for Academic Services
- Director of Financial Aid
- Director of Articulation and Transfer
- Director of Student Activities
- Registrar
- Controller
- Assistant Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions

1.7.9.3 Insert new: “Joint Committee of Associated Students of Saint Mary’s College (ASSMC), Staff Council, and the Academic Senate”

“*Role*: The Joint Committee of ASSMC, Staff Council, and the Academic Senate shares information about the work of the three bodies and explores common concerns. Liaison members report regularly to their respective committees on the substance of joint committee discussions and the work of the other bodies, and propose any resolutions on the common concerns of the group as seem warranted by their discussions.

“*Meetings*: Meets at least twice a semester.

“*Membership*: Three students appointed by the ASSMC president, three staff members appointed by the Staff Council chair, and three faculty members appointed by the Senate chair.”

1.7.9.4 *Faculty Handbook* Review Committee” [formerly 1.7.4.3]. Revised as follows:

“*Role*: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see Revision Procedures for the *Faculty Handbook*, section 1.8).

“*Membership*:

- Dean for Academic Services (chairperson)
- Academic Vice President
- Chairperson, Academic Senate

- Director for Human Resources
- General Counsel
- President of the College

“The chairperson of the Academic Senate may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* to a meeting of the Review Committee during times when the relevant section(s) will be discussed.”

1.8 Delete 1st para.

1st sent.: Change “types” to “categories.”

Under revision process (1), change “category a.” to “Category (a).” Add sentence: “Changes to material in Category (a) can occur and revised pages can be circulated to faculty to update their *Handbooks* at any time.”

Replace revision process (2) as follows:

“Material proposed by the Senate requires the approval of the Academic Vice President; material proposed by the administration and/or the Academic Vice President requires consultation with the Academic Senate. Changes or additions to material in Category (b) that have been approved by the Academic Senate and the Academic Vice President are collected through the year by the Dean of Academic Services. On or about February 20 of each year, the Dean for Academic Services distributes to members of the *Faculty Handbook* Review Committee all changes or additions to be considered by that Committee. During the first two weeks of March in each academic year, changes to material in Category (b) are reviewed by the Committee. Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are presented to the President for his approval in consultation with the Board of Trustees each year at its May meeting. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.

Under “revision process (3), change “category c.” to “Category (c).”

2.1.2 Under “Lecturer,” para. 4, insert “per-unit, or per-workshop” after “per-course.”

Add after 2nd sent., ending “to which they are appointed,” the following:

“Lecturer appointments are made on per-unit, per-course, or per-workshop basis only. Lecturer appointments remain non-tenure track appointments regardless of the number of courses taught in an academic year or the number of annual contracts entered into between the Lecturer and the College over time. If a Lecturer is appointed by the President to teach more than one course, unit, or workshop in an academic year, that Lecturer is not entitled as a result of such appointment(s) to receive benefits that are available to adjunct faculty teaching five or more courses (see section 2.14). The appointment of a Lecturer to teach more than one course, unit, or workshop in an academic year is subject to the

prior approval of the Academic Vice President, in consultation with the Dean(s) of the School(s) in which such Lecturer's services are to be retained."

In "Status/Compensation" Chart, right-hand column, after "Per Course" add "Per Unit" and "Per Workshop."

- 2.2.5.3 1st sent.: After "per-course" add "per-unit, or per-[workshop]."
- 2.3.1 Delete "3. (d)."
Insert new "4.": "The Committee shall also consult directly with the Academic Vice President regarding approved procedures for the proactive recruitment of faculty."
Re-number present "4" as "5."
Re-number present "5" as "6."
Re-number present "6" as "7."
Re-number present "7" as "8."
Re-number present "8" as "9."
Re-number present "9" as "10."
Re-number present "10" as "11."
Re-number present "11" as "12."
Re-number present "12" as "13."
Re-number present "13" as "14."
- 2.3.3 1st para., 2nd sent.: After "seeks faculty who" revise to read "espouse or respect the Catholic tradition."
- 2.3.5 At end of 2nd para: add sentence: "Employee inquiries concerning the law and compliance may be addressed to the Director of Human Resources. The Coordinator for Compliance with Section 504 for students is located in the Office of Academic Support and Achievement Programs."
- 2.9.2.1 1st para., 4th sent.: delete "and Leadership" from "Dean of Student Development."
Under "*Resources for Resolution of Complaints*," delete "and Leadership" from "Dean of Student Development."
- 2.9.2.3 ["Amorous Relationship Policy" revision added October 2000].
Under "*Administrative and Financial Considerations*, (1)" change "College disciplinary procedures" to "the Sexual Harassment Policy and procedures of the College."
- 2.11.1 In "8.", last sent.: after "Academic Vice President," insert "substituting" before "faculty."
- 2.12.1 Last para.: Change telephone number to read "at 1-800-234-5465 (see section 2.14.13)."

- 2.13.2 2nd sent.: Insert “academic” between “additional” and “year.”
5th sent.: Insert “academic” between “One” and “year.”
- 2.14.2 1st sent.: Change “6+ courses per year” to “six or more courses per academic year.”
Change 6th sent. to read: “The eligible faculty member will receive an annual cost of living adjustment until age 65...” etc.
Add sentence: “Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.”
- 2.14.3 1st. sent.: Change “Foundation Benefit Life Company (a preferred provider option), Kaiser Health Plan, or Foundation Health Plan” to read “Health Net POS (Point of Service), Kaiser Health Plan, or Health Net (HMO).”
5th sent.: Change “four to five courses per year” to read “five courses or more per academic year.”
Add last sentence: “Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.”
- 2.14.4 1st sent.: Change “working on a 6+ course per year arrangement” to “teaching six or more courses per academic year.”
Add last sentence: “Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.”
- 2.14.5 1st sent.: Change “6+ courses per year” to “six or more courses per academic year.”
Add last sentence: “Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.”
- 2.14.6 1st sent.: Change “6+ courses per year” to “six or more courses per academic year.”
3rd sent.: Change “\$50,000” to \$150,000.”
Add last sentence: “Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.”
- 2.14.7 1st sent.: Change “6+ courses per year” to “six or more courses per academic year.”
Add last sentence: “Lecturers are not eligible for coverage regardless of the number of courses, units, or workshops they teach per academic year.”
- 2.14.8 1st sent.: Change to read: “All employees, including Brothers, are covered by Workers’ Compensation Insurance which is paid for by the College...” (etc.).
- 2.14.9 “1.” 2nd sent. Add: “which is matched by the College.”
“2.” 2nd sent. Change end of sentence to read: “...after completion of one academic year of service at Saint Mary’s College or one academic year of prior full-time service with any institution...” (etc.).

3rd sent.: Change “7.5%” to “8%” and insert “(effective July 1, 2001),” after “monthly earnings...”

5th sent.: Insert “either regular or group” between “placed in” and “Supplemental Retirement contracts...” (etc.).

2.14.10 1st sent.: After “undergraduate programs” insert “except Nursing and contract education programs” and insert “academic” between “one” and “year.”
3rd para.: Insert “academic” between “one” and “year.”

2.14.11 1st sent.: Insert “academic” between “one” and “year.”

2.14.13 Delete text and substitute following:

“The Employee Assistance Program (EAP) is a free, confidential referral and counseling service for full-time employees and their family members designed to help balance the challenges of home, work, and contemporary life. EAP specialists can help with marital and relationship counseling, education planning, child and elder care, alcohol and drug abuse, emotional stress, legal assistance, and debt management. To access the EAP services, call 1-800-234-5465.”

2.14.14.1 2nd sent.: Change “Director of Student Recreation and Wellness” to “Assistant Director of Athletics and Recreational Sports.”

2.14.14.4 1st sent.: Change “home baseball, football and basketball games” to “any athletic event.”

2.15.1 In Salary Scale Chart, left-hand column, top, change to read “Step: Number of Years of Credited Experience.”

2.15.2 Add to sentence below Chart: “or Office of Human Resources.”

2.16.1 “2.c.”: Delete and substitute: “All other grievances not involving the rank and tenure review process which allege errors in policies, errors in carrying out policies or procedures, or violations of academic freedom (see section 2.16.4).”

2.16.2 “3.”: Change to read: “The faculty member initiating the grievance is responsible for presenting a clear, coherent, well-documented, well-argued case to the Committee. The Committee does not formulate the case for the grieving faculty member.”

“4.” Change to read: “When filing a written grievance, the faculty member initiating the grievance must cite the *Faculty Handbook* section number under which he/she is grieving.”

Re-number former “3” to “5”.

Re-number former "4" to "6" and change 3rd sent. to begin: "All parties are responsible for providing..." (etc.).

Re-number former "5" to "7".

Re-number former "6" to "8" and change in 2nd sent. "unless there are extraordinary circumstances" to "unless extraordinary circumstances occur..." (etc.).

Re-number former "7" to "9".

Re-number former "8" to "10" and change "heard" to "considered."

Re-number former "9" to "11".

Re-number former "10" to "12".

Re-number former "11" to "13". Change "Nine" to "Fourteen." Delete 4th sentence and substitute "All five members of the Grievance Committee must be present at deliberation meetings, and all five must vote. No abstentions are allowed." Add final sentence: "In addition, in an academic year in which the number of concurrent grievances exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage."

"14." New: "A Grievance Committee member may serve on a maximum of two concurrent grievances."

"15." New: "At the conclusion of grievances involving the Rank and Tenure Committee, the chair of the Grievance Committee will meet with the chair of the Rank and Tenure Committee to discuss, without violating the confidentiality of the grievance process or the privacy of the individual(s) involved, the ways in which such a grievance might be avoided in the future."

- 2.16.3 "1." Change "heard" to "considered."
"2." Change "heard" to "considered."
"3." Change "heard" to "considered."

- 2.16.3.1 "Step II" "3.": 1st sent.: Change "hearing" to "considering."
Delete 3rd sent. and substitute:

"At the sole discretion of the Grievance Committee, should the members find some information ambiguous or contradictory, the Committee may write to the individual(s) and solicit written response(s) from the individual(s) who has information concerning the case for the purpose of clarification of ambiguous or contradictory information."

- 2.16.3.2 "Step II": 1st sent.: Change "hearing" to "consideration."
3rd sent.: Change "hearing" to "consideration by the Grievance Committee..."

“Figure 2: Section 2.16.3.2”: Change “hearing” and “heard” to “consideration” and “considered” where they appear on Chart.

2.16.4 Delete text and substitute:

GRIEVANCES THAT ALLEGE ERRORS IN POLICY NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, ERRORS IN CARRYING OUT POLICIES OR PROCEDURES NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, VIOLATIONS OF ACADEMIC FREEDOM NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, OR INADEQUATE CONSIDERATION AND/OR VIOLATION OF ACADEMIC FREEDOM IN REAPPOINTMENT RECOMMENDATIONS AND/OR DECISIONS NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS.”

“1.” Change “heard” to “considered.”

“2.” Change “heard” to “considered.”

2.16.4.1 Delete text and substitute:

“Grievances to which the President Is not a Party that Allege Errors in Policy not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures not Involving the Rank and Tenure Review Process, Violations of Academic Freedom not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions not Involving the Rank and Tenure Review Process.”

“Step III”, 1st sent.: Delete “for a hearing” so that sentence reads “...convene the Grievance Committee, must give...” and at end of sentence, change to read: “...to be erroneous, and request consideration by the Grievance Committee.”

2nd sent.: Delete “for a hearing.”

Delete text of “2., a., iii.”

Renumber “iv” as “iii.”

“2.,3.”: Change to “Shall deliver to the Office of the President the records of the Grievance Committee and all related documentation. These records will be kept in a confidential file in the Office of the President, separate from any personnel files.”

“Figure 3: Section 2.16.4.1”: Change “hearing and “heard” to “consideration” and “considered” where they appear on Chart.

2.16.4.2 Delete text and substitute:

Grievance to which the President Is a Party that Allege Errors in Policy not Involving the Rank and Tenure Review Process, Errors in Carrying out Policies or Procedures not Involving the Rank and Tenure Review Process, Violations of Academic Freedom not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violation of Academic Freedom in Reappointment Recommendations and/or Decisions not Involving the Rank and Tenure Process.

2.16.5.1 "Figure 5: Section 2.16.5.1": Change "hearing" and "heard" to "consideration" and "considered" where they appear on this Chart.

3.2.1 2nd para., 2nd sent.:Change "Council of Deans, the Educational Policies Board, and the Academic Senate" to "Educational Policies Board (in consultation with the Student Life Committee), the Council of Deans, and the Academic Senate..."

3.5 Change "SECRETARIAL SERVICES" to "ADMINISTRATIVE SUPPORT SERVICES"

1st sent.: Delete "secretaries and/or".

2nd para., 1st sent.: Delete "secretaries and/or".

3rd para., 1st sent.: Change "Secretarial" to "Administrative."

3.6 Change text to read:

"Departmental budgets may include institutional funds to pay all of the salaries and/or the Federal Work-Study matching portion of the salaries for readers, assistants, tutors or other student employees. Details and regulations concerning advertising for, and hiring and payment of, student employees may be obtained from the Career Development Center."

4.2.4 New: "PAYROLL OFFICE"

"The Saint Mary's College Payroll office is located on the first floor of Filippi Hall. Any payment for services rendered either by a student, faculty member or administrative staff is paid through this department. Payday is on the 15th and the last day of the month. All timesheet reporting is due in this office by the 5th and/or the 20th of each month. Paychecks are distributed through interdepartmental mailbox routing for administrative staff. Full-time faculty and most part-time faculty's checks are delivered to their on-campus mailboxes. Student paychecks and all other incidental payments are mailed the day before payday via the U.S. Postal Service. Direct deposit is available."

Re-number former "4.2.4" as "4.2.5"

Re-number former "4.2.5" as "4.2.6"

Re-number former "4.2.6" as "4.2.7"

Re-number former "4.2.7" as "4.2.8"

Re-number former "4.2.8" as "4.2.9"

Re-number former "4.2.8.1" as "4.2.9.1"

Re-number former "4.2.8.2" as "4.2.9.2"

Re-number former "4.2.8.3" as "4.2.9.3"

6.1 Change "PUBLIC RELATIONS" to "EXTERNAL RELATIONS"

6.1.1 Change "INSTITUTIONAL MARKETING AND PUBLIC RELATIONS DEPARTMENT" to "OFFICE OF EXTERNAL RELATIONS."

1st para., 1st sent.: Change "Institutional Marketing and Public Relations department" to "Office of External Relations".

2nd sent.: Change to read: "The Senior Director for External Relations oversees Alumni Relations, Parent Relations, Community Relations, as well as Media Relations."

3rd sent.: Change "Public" to "Media."

2nd para., 1st sent.: Change "The department" to "Media Relations" and "media" to "press."

4th sent.: Change "department" to "Media Relations."

3rd para., 1st sent.: Change "Institutional Marketing and Public Relations department" to "Media Relations"

Add 3rd sent.: "Faculty and staff are urged to notify the Director of Media Relations of any and all events taking place on campus that they feel may warrant media exposure."

4th para.: Insert new: "Since the External Relations office is responsible for media relations at Saint Mary's College, it is critical when outside news media are scheduled to visit the campus that the office be informed of their presence. External Relations should be provided with the reporter's and/or photographer's name, the organization they represent and the purpose of their visit."

5th para.: Insert new: "This will enable External Relations to represent the College in the best way possible, while also assisting the reporter and the interviewee with their media needs. Such information enables them to answer questions that may be directed to them."

6th para: (former 5th), 1st sent.: Change "Institutional Marketing and Public Relations department" to "External Relations office."

5th sent.: Change "Institutional Marketing and Public Relations department" to "External Relations."

Last sent.: Change "Institutional Marketing and Public Relations department" to "External Relations office."

6.1.2 1st. sent.: Change "Institutional Marketing and Public Relations department" to "External Relations office."

Delete last two sentences.