

Faculty Handbook

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Saint Mary's College of California

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1.2 HISTORY OF SAINT MARY'S COLLEGE

The Brothers of the Christian Schools, founded by Saint John Baptist de La Salle in France in 1680, are lay religious who live in community and devote their lives to the Christian education of youth. Forming the largest teaching congregation of non-clerics in the Church, with some ~~3800~~ ~~4960~~ Brothers and ~~92,000~~ ~~77,304~~ Lasallian colleagues teaching students in **nearly** 80 countries, the Brothers bring to their teaching a 300 year tradition of religious dedication, educational philosophy, scholarly preparation, and an eagerness to share with youth the excitement of learning.

1.2.1 ACCREDITATION

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the ~~WASC Senior College and University Commission~~ ~~Western Association of Schools and Colleges~~ and by the ~~California Commission on Teacher Credentialing~~. The Montessori program is accredited by the ~~Montessori Accreditation Council for Teacher Education~~. The Hearst Art Gallery is accredited by the ~~American Association of Museums~~.

1.3.2 THE BOARD OF TRUSTEES

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

1.4 THE ADMINISTRATIVE ORGANIZATION

Section 1.4 contains general descriptions of certain positions within the College. These descriptions do not supplement or otherwise modify the official position description pertaining the described position, as maintained by the Human Resources **Office and Academic Affairs**.

1.4.1 THE PRESIDENT

The administrative staff of the President consists of the Provost, **the Vice President for Finance and Administration, the Vice President for Advancement, the Vice President for Mission**, ~~the Vice Presidents (College Communications, Advancement, Finance, and Mission)~~, the Director of Athletics and Recreational Sports, the Executive Assistant to the President, and the General Counsel.

1.4.1.2 Director of Athletics and Recreational Sports

The Director of Athletics and Recreational Sports reports to the President and administers the intercollegiate and recreational sport programs and the facilities of the College dedicated to these activities. The Director recommends to the Provost the appointment of all coaches and support staff and is responsible for: the Athletic Department's budget; NCAA, WCC, and other relevant athletic compliance and regulatory matters; grant-in-aid administration for athletes; athletic marketing and promotions, media relations, and fund raising. The Director provides coordination and leadership for the Campus Athletic And Recreational Sport Committee (see 1.7.3.8.40). The Senior Woman Administrator works closely with the Director on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. **The Director is a member of the Cabinet.** The Director, under the leadership and direction of the Provost, is responsible for working collaboratively with multiple, other organizational units on campus including but not limited to Admissions, Financial Aid, Human Resources, Business Office, Registrar, Advancement, College Communications, Staff Council, Academic Senate, Regents, and Trustees.

1.4.2 Provost and Vice President for Academic Affairs

The Provost **and Vice President for Academic Affairs** is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the Provost is vested with authority commensurate with such responsibility. The Provost recommends to the President the appointment, promotion, and retention of Vice Provosts, Deans, administrative staff, and all ~~full-time~~ faculty. The Provost is a member of the President's Cabinet, ~~chairperson of the Provost's Council~~, the Provost's **Academic** Council of Deans (see 1.7.3.1), and an ex-officio member of all committees in the area of academic affairs

The administrative staff of the Provost to whom responsibility and commensurate authority are delegated are the **Vice Provost for Academic Affairs**, ~~Vice Provost for Undergraduate Academics~~, ~~the Vice Provost for Graduate and Professional Studies~~, the Vice Provost for Enrollment **and College Communication**, the Vice Provost for Student Life, Deans of the Schools, **Dean of the Core**, Dean for Library and Academic Resources, the Chief Technology Officer, ~~the Director of Faculty Development~~, the Director of Institutional Research, **the Director of Faculty Compensation**, **the Director of Assessment**, and the Director of Business Operations.

1.4.2.2.1 Dean of the School

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

1.4.2.2.2 Dean of the Core

The Dean of the Core **is appointed by the Provost for a term mutually agreed upon** and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the core undergraduate programs at the College: Collegiate Seminar,

January (~~"Jan"~~) Term, the Core Curriculum, **the Honor Program** and the First Year Advising Cohort (~~FYAC~~). The Dean reports to the Provost and recommends the appointment, promotion, and retention of his/her administrative staff and contingent faculty; consults with the Provost on all matters relating to the substantive revision of the academic policies and programs of the Core and the appointment of Directors of **January Term, Collegiate Seminar, Advising, and the Honors Program, as well as the Chair of the Core Curriculum Committee**, collaborates with other Deans and the Vice Provost for **Academic Affairs** ~~Academics~~ in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.3 Dean for Library and Academic Resources

The Dean for Academic Resources and Library Director **is appointed by the Provost and** provides leadership for the staffs of the SMC Library, **the College Archives, and the Museum of Art.** ~~and the Hearst Art Gallery.~~ The Dean is responsible for the development, accomplishment, assessment, and quality of the ~~Gallery and~~ Library, **Archives and Museum** programs. The position provides administrative supervision over the two areas and serves as liaison between campus academic and administrative offices and **all of Academic Resources** ~~the Gallery and Library.~~

1.4.2.3.1 Director of Faculty Development

The Director of Faculty Development **is appointed by the Vice Provost for Academic Affairs and** 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 (1.7.4.10), and the Faculty Development Fund Committee (1.7.3.7).

1.4.2.3.2 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program is appointed by the **Dean of the Core** ~~Vice Provost for Undergraduate Academics~~ in consultation with the Collegiate Seminar Governing Board (1.7.4.12) ~~of the Collegiate Seminar.~~ The Director is responsible in collaboration with the Governing Board - of which the Director is chairperson - for the organization and development of the program and the appointment, evaluation and development of faculty in the program. (This entails the basic responsibilities of a department chair as specified in 1.4.2.4.1). In collaboration with the Deans of the Schools ~~(from which the faculty is drawn)~~ **and the Dean of the Core**, the Director is responsible for providing for the staffing needs of the program.

1.4.2.3.3 Director of January Term

The Director of the January Term is appointed by the **Dean of the Core** ~~Vice Provost for Undergraduate Academics.~~ The Director is responsible, in collaboration with the January Term Committee (1.7.4.11), of which the Director is chairperson, for the organization, development and evaluation of the January Term program, for the provision and appropriate staffing of needed courses in the context of the January Term, for approving courses proposed by faculty for the January Term in consultation with the January Term Committee, for the evaluation of faculty teaching in the January Term program and for exercise of appropriate jurisdiction over all faculty teaching in the program.

1.4.2.3.4 Director of Catholic Institute for Lasallian Social Action

The Director of the Catholic Institute for Lasallian Social Action (~~CHSA~~) **is appointed by the Vice Provost for Academic Affairs, and** provides leadership to the campus community in developing, promoting, and coordinating opportunities and resources to enhance student engagement in volunteer community service, social justice activities, and reflection experiences. The Director is responsible for developing a staff of professionals,

students and faculty and for establishing an Advisory Board for this campus program. **The Catholic Institute for Lasallian Social Action CHSA** serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

1.4.2.3.5 Director of Center for International Programs

The Director of the Center for International Programs **is appointed by the Vice Provost for Academic Affairs, and** is responsible for the oversight of the Center for International Programs. This center provides study abroad opportunities to Saint Mary's students and supervises the Intensive English Program. In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs. The Director is advised by the International Programs Coordinating Committee (1.7.3.5) **[renumbered]** ~~and reports to the Vice Provost for Undergraduate Academics.~~

1.4.2.3.6 Director of Assessment

The Director of Assessment is appointed by the Vice Provost, and develops and oversees the implementation of academic assessment in ways that support the College's mission, heritage, values, and strategic initiatives. The Director coordinates Core Curriculum assessment and supports degree-level learning outcomes assessment; facilitates discussions of assessment and research findings with key constituencies; provides consulting support to academic departments and programs in their assessment, program evaluation, and accreditation efforts; and provides workshops and other educational opportunities for faculty and staff to enhance their knowledge and skills in the area of educational effectiveness. The Director also provides support for accreditation activities across campus, including preparation for WASC Senior Schools and Colleges Commission Schools accreditation.

1.4.2.3.7 Director, Office of Research

The Office of Research is appointed by the Provost, and is responsible for pre-award sponsored projects administration and for contributing to the growth of the research environment at Saint Mary's College. This includes funding opportunity identification, support and training for faculty proposal development, development of research administration policies and procedures in collaboration with other units, preparation of the annual Report on Faculty Research, Scholarship, and Creative Activity, and participation in other activities that increase the promotion, funding, and recognition of research at the College.

1.4.2.4 Department Chairs

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

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

Duties of a Chair

1. Departmental Organization
2. Faculty Management
 - a. Manage the process of hiring new **tenure-track ranked** faculty;
 - b. Recruit, and review the performance of, contingent faculty, based on **the criteria in Article #14 of the Collective Bargaining Agreement: Performance Evaluation of the Collective Bargaining Agreement; in the CBA**
 - c. Manage a process of regular class visitation of departmental members: submit written evaluations of class visits to evaluated faculty and to their departmental files, and consult with faculty over their evaluations;
 - d. Review and discuss the implications of student and peer evaluations with all department faculty.
3. Rank and Tenure Review

It is the responsibility of the chair to:

 - a. **Be familiar** ~~Familiarize himself/herself~~ with and follow the procedures of the Rank and Tenure Committee as these pertain to the chair;
 - b. Maintain a current file for each **tenure-track** member of the department with relevant material of candidates for rank and tenure review; keep informed on candidates subject to interim review, those eligible for tenure, and those eligible for promotion; collect appropriate materials to be presented to **tenure-track ranked** members of the department to assist them in their evaluation of the candidates;
 - c.
 - d. Visit the classrooms of faculty moving toward tenure and being considered for promotion at least once per term. For faculty moving toward tenure, a second classroom visit by a **tenure-track ranked** faculty member (who may or may not be the chair) is expected each term.

Authority (beyond the items listed above)

 - a. **To participate in the course appointment process for adjunct faculty; ~~To recommend to the Dean, as appropriate, the reappointment or non-appointment of departmental faculty;~~**

1.4.2.5 Chief Technology Officer *[Renumbered from 1.4.2.1.4]*

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

1.4.2.6 Chief Diversity Officer *[Renumbered from 1.4.8]*

The Chief Diversity Officer is **appointed by the Provost and is** responsible for developing relationships with the Cabinet and other college wide campus leaders to build a comprehensive inclusive excellence vision and plan for the College. The **Chief Diversity Officer** ~~CDO~~ provides program management for the College Committee for Inclusive Excellence (~~CCE~~), serves as the Chief Diversity and Inclusion spokesperson for the College, and is responsible for generating ongoing diversity reports and updates to the President and Cabinet. The **Chief Diversity Officer** ~~CDO~~ collaborates with the Center for Learning and Teaching; Offices of Human Resources, Institutional Research, Mission and

Ministry, College Communications, Enrollment and Admissions, and Student Life; IT Services; the Cummins Institute; and Deans and Department Chairs. ~~The CDO reports to the Provost.~~

1.4.3.1 Dean of Students

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

[NB: The Dean of Students has sometimes been called the “Dean of Student Life” or “Dean for Student Life.” Variants have been unified as Dean of Students.]

1.4.3.2 Medical Director of the Health and Wellness Center

The **Medical Director of the Health and Wellness Center** reports to the Vice Provost for Student Life and provides administrative, operational and programmatic direction for the scope of medical services and the health education and promotional services planned for the undergraduate students of the college. Under the leadership of the **Medical Director**, the Health and Wellness Center provides confidential medical care in an urgent care setting.

1.4.4 VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

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

1.4.4.1 Associate Vice President for Human Resources

The Associate Vice President for 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 **Associate Assistant** Vice President is the College’s Title IX Coordinator and has the authority to designate appropriate deputy Title IX coordinators to assist in the fulfillment of these responsibilities. The **Associate Assistant** Vice President for 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.

1.4.5 VICE PRESIDENT FOR ADVANCEMENT

The Vice President for Advancement 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 Advancement Office. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging alumni, parents, friends, corporations and foundations that can assist the College in reaching its goals. The Vice President oversees

the comprehensive fundraising campaign. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the area of fund-raising and external relations. ~~The administrative staff of the Vice President for Advancement includes the Assistant Vice President for Advancement, the Director of Alumni Engagement and Annual Giving, the Director of Advancement Services, the Director of Corporate Relations and Foundations the Director of stewardship and Marketing Strategy, and the Director of Development and Individual Giving, and the Director of Major Gifts.~~

1.4.6 VICE PROVOST FOR ENROLLMENT AND COLLEGE COMMUNICATION

~~The Vice Provost for Enrollment is appointed by the Provost in consultation with the President and is responsible for the offices and procedures that serve students in the recruitment, admissions and enrollment processes of the College. Working collaboratively with colleagues in academic and student affairs, the Vice Provost spearheads and coordinates institution-wide retention efforts. To better understand the needs of students and to assist the College in its assessment and planning efforts, Enrollment Services gathers and reports on institutional data. The offices and functions included within Enrollment Services are admissions, financial aid, the registrar, articulation and transfer, international recruitment and admissions.~~

~~VICE PROVOST FOR ENROLLMENT AND COLLEGE COMMUNICATIONS~~

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

The Vice Provost is appointed by the Provost in consultation with the President for a term mutually agreed upon and is responsible for the offices and procedures that serve students in the recruitment, admissions and enrollment processes of the College. Working collaboratively with colleagues in academic and student affairs, the Vice Provost spearheads and coordinates institution-wide retention efforts. The offices and functions included within Enrollment Services are admissions, financial aid, the registrar, articulation and transfer, international recruitment and admissions. The Vice Provost also recommends to the Provost the appointment, promotion and retention of the administrative staff in College Communications and appoints other staff. The Vice Provost is a member of the President's Cabinet, is an ex-officio member of all committees in the areas of college communication and marketing. The administrative staff of the Vice Provost includes the Assistant Vice Provost of College Communications and the Director of Scheduling and Promotion.

1.4.6.1 Registrar [*Renumbered from 1.4.2.1.3.1*]

The Registrar is responsible for the following registrarial functions: academic records (transcripts, grades, grading policies); enrollment (registration requirements and procedures, leave of absence, withdrawal from School, verification of enrollment, qualifications for readmission); progress toward degree (academic probation, special academic petitions, declarations of major and minor); determination of degree requirements (candidacy, granting of degrees, course credit evaluations); class schedule, room assignments; and final examination schedule. Along with others, the Registrar contributes to institutional research efforts, and is primarily responsible for the enforcement of academic regulations. The Registrar is assisted by the staff of the Office of the Registrar.

1.4.6.2 Dean of Admissions [*Renumbered from 1.4.2.1.3.2*]

The Dean of Admissions is responsible for the recruitment and admission evaluation of all incoming traditional undergraduate students. Responsibilities include demographic research, development of publications and video, school and college visits, interviewing of applicants, and supervision of alumni, faculty and student recruitment programs, consideration of applicants' credentials and determination and notification of admission status. The Director supervises the Admissions office staff of counselors and support personnel.

1.4.6.3 Director of Financial Aid [*Renumbered from 1.4.2.1.3.3*]

The Director of Financial Aid supervises and administers all aspects of the financial aid program. The Director counsels students and parents on the availability of financial aid and scholarships, determines eligibility for the college's financial aid programs, prepares applications for federal funds, directs the awarding of financial aid and the maintenance of records, and prepares reports required by federal, state, and institutional agencies.

1.4.7 VICE PRESIDENT FOR MISSION

The Vice President for Mission **is appointed by the President for a term mutually agreed upon** ~~reports to the President~~ and is responsible for promoting among faculty, students and staff and others associated with Saint Mary's College an understanding of and commitment to the liberal arts, Catholic and Lasallian Mission of the College through curricular and co-curricular activities including the annual Academic Convocation. Other responsibilities include facilitating communication among Institutes, Committees, Centers and other SMC entities whose work is dedicated to furthering the Mission for the purpose of collaboration among these groups and for informing the College about the distinctive nature of their mission and how it contributes to building a community that animates the Mission. The Dean for Mission and Ministry and the Coordinator for Mission report to the Vice President. The Vice President collaborates with the De La Salle Institute of the District of San Francisco, the US/Toronto Region and International Institute to provide opportunities for active participation in the Lasallian world. The Vice President is a member of the President's Cabinet, the Budget Committee, the John S. Cummins Institute, and the College Committee on Inclusive Excellence.

1.4.8 VICE PROVOST FOR ACADEMIC AFFAIRS ~~Academics~~ [*Renumbered from 1.4.2.1*]

The Vice Provost for **Academic Affairs** ~~Academics~~, **is appointed by the Provost for a term mutually agreed upon.** ~~for reporting to the Provost,~~ **The Vice Provost** provides strategic and operational support for the Colleges academic programs, which includes: supervision of international programs and services, community engagement, and professional and career development; collaboration with the Vice Provosts for Student **Life Affairs** and Enrollment ~~Services~~ on initiatives for recruitment, retention, admission, curricular and co-curricular programming; strategic and operational support for policies and procedures related to graduate, professional, hybrid and online education; assistance to the Provost in developing industry and community relations through partnerships, research, and programming; facilitation of the development of grant requests, academic centers and institutes; service as the WASC **Senior College and University Commission** Accreditation Liaison Officer and working with the Provost in overseeing academic planning and assessment, academic policies and programs, accreditation, Program Review and subsequent program action plans; oversight of the Center for Teaching, Learning and Scholarship; ~~and~~ assistance with department chair and program director development and support for new faculty; supervision and coordination of course assignment and scheduling, procedures and records for and faculty relative to grievances and appeals,

summer session, and commencement; support for faculty workforce planning and budgeting; and collaboration with other Vice Provosts, Deans, and the Academic Senate in designing and implementing student policies, such as the Academic Honor Code and the Student Code of Conduct. **The Vice Provost is a member of the President's Cabinet.**

- 1.4.8.1 ~~Associate Assistant~~ Vice Provost for Student Success *[Renumbered from 1.4.2.2.4]*
The ~~Associate Assistant~~ Vice Provost for Student Success **is appointed by the Vice Provost for Academic Affairs** and is responsible, in collaboration with the appropriate Deans of the Schools and the Dean for Students, for development, implementation, and evaluation of the program of academic advising and related services for undergraduate students; for supervision and coordination of the minority students programs, the Academic Support and Achievement programs, and the High Potential program. The ~~Associate Assistant~~ Vice Provost is assisted by the coordinators and directors of the above-named programs.

1.4 ORGANIZATIONAL CHARTS

The organizational charts were updated

1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

- ~~1. Faculty officers and representatives: *[Section 1 deleted]*
~~Chairperson and Vice Chairperson of the Academic Senate;~~
~~Faculty Representative to the Alumni Board of Directors.~~~~

1. Faculty membership on: *[renumbered]*
 - Academic Senate
 - Undergraduate Educational Policies Committee
 - Graduate and Professional Studies Educational Policies Committee
 - Program Review Committee
 - Admissions and Academic Regulations Committee
 - Faculty Welfare Committee
 - Grievance Committee
 - Committee on Committees
 - January Term Committee
 - Collegiate Seminar Governing Board
 - Core Curriculum Committee
 - **Committee on Educational Technology**

1.6.1.1.1 Nominations

1. A Preference Survey will be distributed and compiled under the direction of the Faculty Governance Coordinator in the spring of each year. One month prior to the distribution of the Faculty Preference Survey, the Academic Deans will submit to the Faculty Governance Coordinator a signed copy of the list of faculty exempt from standing for election and provide a reason for the exemption, based on the eligibility criteria stipulated in the Faculty Handbook (see 1.6.1.1.1(3) Eligibility, and 1.6.1.1.4(2)). All ~~tenure-track ranked~~ faculty meeting the eligibility requirements are expected to complete the Preference Survey, indicating a first and a second preference for the committees on which they are willing to serve. The Committee on Committees shall assign a first and a second preference to those individuals who do not submit a Preference Survey.

2.

3. Eligibility: Determined according to (1) a faculty member's current status at the time of the Preference Survey (e.g., status in spring term for membership effective in fall term), (2) office or committee membership specifications as to faculty rank (~~tenure-track ranked~~ or tenured) and instructional duties (4/6 or more, or in the case of chairs and directors, whose instructional duties are 2/6 or more). 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.

1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Committee on Committees the following are criteria for election:
 - a. Representatives must be faculty who appear on the Rank and Tenure roster, **i.e. are "tenure-track faculty"**.

1.6.1.1.5 Voting Rights

1. Elections conducted by the Committee on Committees:
 - a. **Tenure-track Ranked** Faculty. All **tenure-track ranked** faculty will automatically receive notice that the election ballot has been electronically posted. Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
 - b. Voting eligibility of Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty will be determined by **Academic Affairs**, ~~the Provost's office~~. Each year, by the beginning of the spring semester, **Academic Affairs** ~~the Provost's offices~~ must submit to the Faculty Governance Coordinator a roster of eligible Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty who are teaching one or more full courses in the then current academic year. Non-academic administrators and coaches who are full-time College employees shall be eligible to vote if they teach one full course during the then current academic year. If the Faculty Governance Coordinator has not received the voter eligibility roster from **Academic Affairs** ~~the Provost's Office~~ ~~office~~ by the first week of the spring semester, a reminder will be sent to the Provost's office. ~~If any school does not submit a roster after being sent a reminder, contingent faculty members in that school will NOT have access to the electronic ballot.~~

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

4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Provost. In consultation with the Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~, ~~the Vice Provost for Graduate and Professional Studies~~, and the Deans **of the Schools and the Dean of the Core**. ~~The actual appointments of the Vice Provost for Undergraduate Academics and of the Vice Provost for Graduate and Professional Studies are made by the Provost, in consultation with the President.~~

1.6.1.2.3 Faculty Officers

1. Academic Senate Chair~~person~~

The Chairperson presides over the general, special general, and executive meetings of the Academic Senate (see section 1.6.1.2.9.1, Meetings). ~~He/she~~ **The Chair** sets the calendar for all meetings and coordinates the agenda for executive meetings. The chairperson assumes office after serving one year as vice chairperson. ~~He/she~~ **The Chair** receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

The chair serves on the College Committee on Inclusive Excellence, Provost's Academic Council of Deans, Academic Administrators Evaluation Committee, Budget Committee, Faculty Handbook Review Committee, Institutional Effectiveness Committee, and the Academic Affairs and Enrollment Committee of the Board of Trustees.

2. Academic Senate Vice Chairperson

The Vice Chairperson is elected by the faculty at-large for a three-year term, the second year of which ~~the Vice Chair~~ **he/she** serves as Chairperson, and the third year of which ~~the Vice Chair~~ **he/she** serves as Past Chairperson. ~~The Vice Chair~~ **he/she** ~~serves as chairperson of the Committee on Committee and~~ receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

The Vice Chair is chair of the Committee on Committees, and serves on the Provost's Academic Council of Deans (in the spring) and the Budget Committee.

3. Academic Senate Past Chairperson

The Past Chairperson assumes office the year following service as the Chairperson. The Past Chairperson is a voting member of the Academic Senate on all matters ~~and together with the chairperson and vice chairperson serves as a "faculty officer" of the Academic Senate for the purpose of setting the agendas for general and special general meetings.~~

The Past Chair serves on the Provost's Academic Council of Deans (in the fall), and as the Faculty Representative to the Alumni Board.

1.6.1.2.4 Succession

If the Chairperson is unable to continue in office, the Vice Chairperson assumes the office of Chairperson. ~~He/she~~ **and** continues as chairperson through the following year, i.e., the year ~~they~~ **he/she** would normally serve as chairperson.

If the Vice Chairperson cannot assume the office of Chairperson upon the latter's completion of ~~their~~ **his/her** term, the Academic Senate shall elect, by majority vote, a Chairperson for the upcoming year. Normally, nominations will be made from among the current and former members of the Academic Senate.

If the office of Vice Chairperson becomes vacant, due to resignation or assumption of the office of Chairperson, the Academic Senate shall elect a current or former member of the Academic Senate to serve the remainder of the one-year term as Vice Chairperson. A regular election shall be held in the spring for the following year's Chairperson and Vice Chairperson.

1.6.1.2.5 Parliamentarian

The Chair~~person~~ shall appoint a parliamentarian from the faculty for a one-year term. The parliamentarian, who shall serve at the pleasure of the Chair~~person~~, shall be present at all general ~~and~~ special general **and executive** meetings of the Academic Senate but shall not have a vote.

1.6.1.2.6 Faculty Governance Coordinator

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

- 1.
2. Attends all Executive Meetings of the Academic Senate. Prepares agenda (coordinated set by the ~~Senate~~ **Senators present at the executive committee meeting**), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;

1.6.1.2.8 Terms of Office

The parliamentarian may be reappointed for **an additional** ~~a second~~ one-year term.

1.6.1.2.9 Duties of the Academic Senate

The Academic Senate has five duties:

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

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

- a.
- b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Educational Policies Committee and reported directly to the **Vice Provost for Academic Affairs** ~~Dean for Academic Development~~ and the Registrar;
2. To set the agendas for general and special general meetings.
Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:
 - a. The President, the Provost, **the Vice Provost for Academic Affairs, Undergraduate Academics, the Vice Provost for Graduate and Professional Studies, and** the Deans of the Schools **and the Dean of the Core.**
 - b. The committees list under 1.6.1.2.2(3).
 - c. The Academic Senate itself. Any member of the Academic Senate, with the consent of the majority of the **Senators** ~~faculty officers (see section 1.6.1.2.3; Faculty Officers)~~ present at an executive meeting, may place an item on the agenda for the next general meeting.
 - d.
 - i. The consent agenda.

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

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

3. To conduct faculty elections.
4. To review at the request of the President cases of alleged unprofessional conduct on the part of a ~~tenured or~~ tenure-track faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.3.1, Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).
5. To initiate Academic Senate ~~committees~~ **task forces** for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Academic Senate shall exercise due caution to assure that the responsibilities of its ~~committees~~ **task forces** do not overlap those of other existing committees. ~~Senate committees will normally make recommendations to the Academic Senate at its executive meetings.~~

1.6.1.2.9.1 Meetings

Academic Senate meetings are of three types: general, special general, and executive. Ordinarily, one general meeting is scheduled every three weeks from August through May.

1. Executive Meetings

~~The chairperson shall convene a meeting of faculty officers (chairperson, the past chairperson and the current vice chairperson) at least one week prior to each General Meeting to prepare the agenda for the General Meeting. The time and location of these meetings (Executive Meetings) shall be posted on the Faculty Governance webpage. Senators are invited to be present but are not required to attend these meetings. The Chair shall convene a meeting of faculty officers as well as Senators, approximately one week prior to each General Meeting to prepare the agenda for the General Meeting. The time and location of these meetings (Executive Meetings) shall be posted on the Faculty Governance webpage.~~

a. Quorum

~~A minimum of two of the three named parties must be present to prepare the agenda.~~
A minimum of one faculty officer and two other Senators (either faculty officers or other Senators) must be present to prepare the agenda.

b. Consent Agenda

~~A vote of at least two of the three faculty officers and representative is required to place an item on the Consent Agenda for the General Meeting (See section 1.6.1.2.9(2.d.i) The consent agenda).~~

2. General Meetings

Normally, the Chairperson will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the Chairperson, at which time discussion may be restricted to Senate members. ~~All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.~~

3. Special General Meeting

If additional general meetings are required for the Senate to conduct its business, the Chair consults with the Senate and, if agreed, schedules additional general meetings. A special general meeting may also be requested by the President of the College, the Provost, a petition signed by three members of the Senate, or a petition signed by ten faculty who are not members of the Senate. The special general meeting must be scheduled with sufficient time (normally at least one week) for adequate notice to be given to all faculty members. ~~A special general meeting may be called by the chairperson upon request of the President or the Provost, by a petition to call such a meeting signed by three members of the Academic Senate, or upon presentation of a petition signed by ten voting faculty who are not members of the Academic Senate. No special meetings may be called without sufficient time (normally one week) for adequate notice to all faculty members.~~

1.6.1.2.12 Attendance

Members of the Academic Senate are expected to attend all **executive**, general and special general meetings. **General and special general meetings are open to all faculty members. Staff may attend without special invitation. Students may attend at the discretion of the chairperson, subject to appeal by a motion from the floor.**

1.6.1.2.13 Voice

All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general **or special general** meeting. Staff and students may speak with the permission of the Chairperson.

1.6.1.2.14 Rules of Procedure

All general and special general meetings of the Academic Senate are governed by Roberts Rules of Order, Revised, as modified in the Rules of Procedure of the Academic Senate at Saint Mary's College, **which are posted on the Academic Senate website. Each member of the Senate shall be provided with a current copy of the Rules of Procedure; additional copies will be available to the faculty through the Faculty Governance Coordinator.** These Rules of Procedure shall be approved at the first ~~General~~ Meeting of each Senate year.

[Numbering of section 1.7.1 has been updated to reflect the 2017-18 eliminations of the Building and Grounds Committee and the Enrollment and Student Life Committee.]

1.7.1.2 Academic Affairs and Enrollment Committee

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

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

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

1.7.1.3 Advancement Committee

Duties: Assuring the vitality of the mission of the College in the area of advancement, the Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- the core development volunteer group for the College;
- advice and counsel on matters pertaining to development, public relations of the College as those relations concern Advancement Committee responsibilities, alumni, etc.
- establishment of an appropriate goal for the **Advancement** ~~Development~~ office and progress toward that goal;
- long-term objectives for the College's Advancement program.

Additionally, within the fund raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;
- suggest action if fund raising objectives are not met; recommend fund raising counsel;
- as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.

1.7.1.5 Finance Committee

Duties: Assuring the vitality of the mission of the College in the area of financial oversight, the Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees. In particular, the Finance Committee shall make its recommendations to the Board of Trustees about:

- tuition, room and board fees, and other major charges payable by the students attending the College;
- preliminary and final budgets, as well as appropriate long-range financial plans **related enrollment plans, tuition waiver policies and financial aid policies**;
- faculty, administrative and staff salary scales and ranges, upon recommendation from the President;
- financial aid allocations;
- plant management and construction issues **including**;
 - **the adequacy and condition of capital assets**
 - **policies related to the Corporation's physical assets**
 - **new structures and the rehabilitation or removal of older structures as dictated by general Board policies**
 - **plant financing**
 - **the adequacy of levels of funding for plan maintenance.**

1.7.1.6 Governance Committee

Duties. Assuring the vitality of the mission of the College in the area of governance, the Governance Committee shall make recommendations to the Board of Trustees about:

- The desired Board profile and processes undertaken to ensure that profile is achieved
- Potential candidates for election to serve as Trustees, Chair, and Secretary of the Board
- Orientation and education programs for Trustees concerning their Board responsibilities
- Self-assessment of the Board
- Assessment of individual Trustee performance and re-nomination of Trustees
- Outstanding service and individuals who should be considered for emeritus status
- Governance policies for Trustee review and approval, including but not limited to, amendments to ~~the these~~ Bylaws
- Appointment of the Brother Participants ~~as provided in Article 3.03~~
- Assume such additional duties as may from time to time be assigned by the Board of Trustees.

Membership: The Governance Committee shall consist of the Chairperson of the Board, the immediate past Chairperson of the Board, the President, the Brother Visitor, and other Trustees ~~who shall be appointed as provided in Article 6.01(b) of these Bylaws~~ who are appointed by the Chairperson of the Board of Trustees. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.7 Investment Committee

Duties: Assuring the vitality of the mission of the College in the area of investment management, the Investment Committee shall, **working in consultation with any Special Subcommittees**, supervise the Corporation's **investment portfolios, endowment policies**, including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies ~~and , including~~ the established investment objectives, approved by the Board of Trustees, the Investment Committee shall:

- recommend investment objectives;
- retain qualified investment managers;
- monitor investment results to assure compliance with investment objectives;
- take appropriate action if investment objectives are not met; and

- report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees.

1.7.1.8 Mission and Identity Committee

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

1.7.1.9 Student Life Committee

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

- students' interests in the Board's policy-making activities;
- adequate resources, programs and direction for **student affairs** ~~Student Life Programs~~;
- student development issues ~~in light of the changing needs of students~~;
- ~~activities of~~ intercollegiate athletics **and campus recreation**;
- **housing**;
- **quality of student experience**;
- **regulatory and statutory requirements relevant to student life.**
- ~~— the College's admissions programs;~~
- ~~— tuition waivers;~~
- ~~— financial aid.~~

1.7.2.1 President's Cabinet

The President's Cabinet, comprised of the President and nine senior **members of the College administrators**, meets on a regular basis to discuss **and make decisions about** campus issues and initiatives, ~~decisions being considered~~, policies and procedures, and other items of importance to the College.

Membership:

- **President**
- **Provost and Vice President for Academic Affairs**
- **Vice President for Finance and Administration**
- **Vice President for Advancement**
- **Vice President for Mission**
- **Vice Provost for Enrollment and College Communications**
- **Vice Provost for Student Life**
- **Vice Provost for Academic Affairs**
- **Director of Athletics and Recreation**
- **Executive Assistant to the President**

1.7.2.2 College Committee on Inclusive Excellence

Membership:

- **Chief Diversity Office – CoChair**

- **Provost - CoChair**
- ~~one faculty member from the Committee and the Provost (co-chairs)~~
- **Vice President for Finance and Administration**
- Vice ~~Provost~~ **President for Enrollment and** College Communication
- Vice President for Mission
- **Vice President for Advancement**
- Vice Provost for Student Life
- Associate Vice President of Human Resources
- Chair of Staff Council **or designee**
- Chair of Academic Senate
- Assistant Vice Provost for Student Success
- **Brother representative, appointed by Cummins Institute**
- Dean of Students
- ~~Dean of Admissions~~
- Director of Athletics
- ~~Director of High Potential Program~~
- ~~Director of Institutional Research~~
- Director of Intercultural Center
- **Student representative, Intercultural Center**
- Faculty member, School of Economics and Business Administration, **appointed by Committee on Committees**
- Faculty member, Kalmanovitz School of Education, **appointed by Committee on Committees**
- Faculty member, School of Liberal Arts, **appointed by Committee on Committees**
- Faculty member, School of Science, **appointed by Committee on Committees**
- ~~Graduate and Professional Studies student representative~~
- **Representative of the Associated Students of Saint Mary's College** Undergraduate student representatives (2)
- ~~Office of Academic Advising and Achievement representative~~
- ~~Director of Public Safety~~
- ~~Title IX Coordinator~~

1.7.2.3

Sustainability Committee

Specifically, the Committee shall:

- Function as the primary conduit of, and clearing house for, information regarding environmental stewardship and sustainability issues on campus.
- Develop, recommend and/or sponsor educational programs that promote environmental awareness and sustainability as both an institutional and individual responsibility.
- Review and monitor those operations on campus that directly affect the College's use of resources.
- Conduct ~~initial and~~ annual assessments of the College's sustainability efforts and prepare a report for the President and Cabinet.
- **Update and maintain the College's sustainability vision statement. Develop and recommend a sustainability vision statement for the College.**
- Develop rolling multi-year action plans to promote greater awareness of sustainability, to increase campus sustainability over time, and to inform annual operating and capital budget processes.

Guidelines for the Committee:

- ~~— Develop, based on its duties, a mission statement, a set of operating principles, and a subcommittee structure as necessary to facilitate its work~~
- ~~— Make recommendations regarding plans, policies and standards that reflect and honor the College's mission and traditions.~~
- ~~— Make recommendations for the best use of the financial and physical resources of the campus that further both environmental responsibility and the strategic initiatives of the College.~~
- ~~— Make recommendations that preserve or enhance the College's existing architectural aesthetic.~~

Membership:

Each member of the Committee has a continuing, individual charge to serve as the steward of the campus community as a whole. The Committee shall have a chair and vice chair appointed by the President for one-year terms from among its members. Committee members shall serve one-year terms and shall include:

- Alumni Representative appointed by the Vice President for Advancement
- Associated Students of Saint Mary's College President or Designee
- Campus Facilities Planning Committee Chair or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative appointed by the President
- Council of Deans Representative appointed by the Provost
- ~~Executive~~ Director of Facilities Services or Designee
- Faculty Representative from each School appointed by the **Chair of the Committee on Committees Dean of each School**
- Food Service Director or Designee
- Staff Council Chair or Designee
- Vice Provost for Enrollment and ~~Vice President for College~~ Communication or Designee
- Vice Provost for Student Life or Designee
- Other Members of the Campus or External Communities at the Discretion of the President

1.7.2.4 Institutional Effectiveness Committee

The Institutional Effectiveness Committee is charged with the following:

- Organize and provide assessment of the strategic objectives.
- Organize work related to WASC **Senior College and University Commission** accreditation, ~~including preparation for and writing of the WASC Institutional Proposal, Preparatory and Capacity Review, and Educational Effectiveness Review.~~
- Oversee the administrative departmental review process.
- Facilitate the Strategic Initiative Fund request process and prepare recommendations for the President's Cabinet.
- Communicate regularly to College community regarding strategic planning and accreditation.

Membership:

- Vice Provost for **Academic Affairs Undergraduate Academics** **(chair)**
- Provost (~~co-chair~~)
- Vice President for Finance and Administration (~~co-chair~~)
- Vice President for Advancement

- Vice President for Mission
- Vice Provost for Enrollment and **College** Communications
- Vice Provost for Student Life
- ~~— Vice Provost for Graduate and Professional Studies~~
- Executive Assistant to the President
- Chair of **the** Academic Senate, or designee
- Staff Council representative
- ~~— College Committee on Inclusive Excellence Co-Chair~~
- **Chief Diversity Officer**
- **Director of Athletics and Recreational Sports** ~~Athletic Director~~
- ~~— Director of Institutional Research~~
- Chief Technology Officer

1.7.2.5 Title IX Committee

Role: The Title IX Committee is advisory to the President and is dedicated to the promotion of the rights of students, staff and faculty to live, work and study in a safe and healthy environment free from sexual discrimination, including sexual and gender-based assault and harassment. The Committee is charged with fostering an institution-wide commitment to cultural change by taking a community approach to building a partnership between students, staff and faculty to help create a campus environment that promotes respect, equality, civility, healthy relationships, and healthy sexuality. The Committee reviews and makes recommendations about campus policies, programs and initiatives related to Title IX and Clery Act compliance, maintains and updates the Title IX resources page of the College website and develops and provides campus-wide training related to Title IX compliance.

Membership:

- Associate Vice President for Human Resources/Title IX Coordinator (Chair)
- Dean of Students (Deputy Title IX Coordinator)
- Senior Associate Athletic Director/Senior Woman Administrator (Deputy Title IX Coordinator)
- Director of Employee Relations, Compensation & HR Consultation (Deputy Title IX Coordinator)
- Director of Public Safety
- Director of Community Life
- Director of Sexual Assault Prevention
- Faculty Member
- Vice President for Finance and Administration
- General Counsel (ex officio)

The Committee is divided into four subcommittees:

1. Policy and Procedure
2. Training and Education
3. Marketing; Toolkit and Website Management
4. Reporting

Students (graduate and undergraduate) as well as other campus representatives may be invited by the Chair to serve on subcommittees.

1.7.3.1 Provost's Academic Council of Deans

~~Role:~~ The Provost's Academic ~~Leadership team and its executive group,~~ the Council of Deans, serves ~~as a~~ forums for new ideas and initiatives and aid in maintaining coherence and momentum for the initiatives that are developed. The ~~Council Academic Affairs Leadership Team~~ provides vision, focus, and guidance to the Provost, and implements academic programming and support. In particular, the ~~Council Academic Affairs Leadership Team~~ advises the Provost regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Council of Deans Membership:

- Provost (**Chair**) ~~chairperson~~
- **Chair of the Academic Senate**
- ~~Immediate~~ Past Chair of the **Academic** Senate (fall) and Vice Chair of Academic Senate (spring)
- Chief Technology Officer
- Chief Diversity Officer
- Vice Provost for **Academic Affairs** ~~Academics~~
- Dean for Library and Academic Resources
- **Dean of the School of Economics and Business Administration**
- **Dean of the School of Science**
- **Dean of the School of Liberal Arts**
- **Dean of the School of Science**
- **Dean of the Core**
- ~~Dean of each of the Academic Schools (SEBA, KSOE, SOLA, SOS)~~

The Provost's **Academic** Council of Deans meets twice a month ~~and, in addition,~~ meets ~~with the Academic Affairs Leadership Team membership on a quarterly basis~~

~~1.7.3.2 Campus Deans and Directors Committee~~

~~Role:~~ The ~~Campus Deans and Directors Committee~~ advises the ~~Vice Provost for Undergraduate Academics and the Vice Provost for Student Life~~ regarding:

- ~~All traditional undergraduate academic and student life matters (programs, management, requirements, etc.) as requested by the Vice Provosts (e.g., recommendations from various councils, committees, etc.);~~
- ~~Quality assurance of all traditional undergraduate academic and student life programs and activities.~~

Membership:

- ~~Vice Provost for Undergraduate Academics and Vice Provost for Student Life, co-chairpersons~~
- ~~Dean of Admissions~~
- ~~Associate Vice Provost for Student Success~~
- ~~Dean for Mission and Ministry~~
- ~~Dean of the School of Liberal Arts~~
- ~~Associate Dean of the School of Liberal Arts for Undergraduate Programs~~
- ~~Dean of the School of Science~~
- ~~Dean of the School of Economics and Business Administration~~
- ~~Dean for Library and Academic Resources~~

- ~~— Associate Dean for Student Life for Residence and Community Life~~
- ~~— Assistant Dean for Student Life for Mission~~
- ~~— Assistant Dean for Student Life for Student Involvement and Leadership~~
- ~~— Director of New Student Programs~~
- ~~— Director of Campus Ministry~~
- ~~— Director of CHLSA~~
- ~~— Director of Center for International Programs~~
- ~~— Director of Athletics or representative~~
- ~~— Director of Institutional Research~~
- ~~— Director of College Communications~~

~~The Vice Provosts may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.~~

~~The Campus Deans Committee ordinarily meets every two weeks. Additional meetings may be called by the co-chairpersons.~~

~~1.7.3.3 Graduate and Professional Studies Programs Council (Graduate Council)~~

~~*Role:* The Graduate and Professional Studies Programs Council, usually referred to for convenience as the “Graduate Council,” advises the Provost regarding matters pertaining to their various programs, especially regarding long-range planning and strategic initiatives, student services, and budget priorities.~~

~~*Membership:*~~

- ~~— Vice Provost for Graduate and Professional Studies, chairperson (ex officio)~~
- ~~— Provost~~
- ~~— Vice Provost for Undergraduate Academics, as necessary~~
- ~~— Dean of SEBA~~
- ~~— Associate Dean of SEBA, as necessary~~
- ~~— Director of Graduate Business Programs~~
- ~~— Director of Business Operations~~
- ~~— Dean of KSOE~~
- ~~— Dean of SOLA~~
- ~~— Associate Dean of SOLA for Graduate Programs~~
- ~~— Dean for Library and Academic Resources~~
- ~~— Chair of Graduate and Professional Studies Educational Policies Committee~~

~~The Vice Provost may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.~~

~~The Graduate and Professional Studies Programs Council meets twice a month.~~

~~1.7.3.4 Rank and Tenure Committee~~

~~*Membership:*~~

- ~~- one tenured representative each from the School of Liberal Arts, Science, Economics and Business Administration, and Education, elected for a three-year term, one or two elected each year so that the terms are staggered;~~
- ~~- five **tenured** members-at-large, elected for three-year staggered terms;~~

- a chairperson (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large.
- Provost (ex-officio, non-voting)

1.7.3.4.1 Student Rank and Tenure Committee

Role: The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding tenure and promotion of ~~full-time~~ **tenure-track** faculty teaching traditional students in undergraduate courses. It is charged with supplying the Rank and Tenure Committee with ~~student questionnaire data on the teaching effectiveness of faculty being considered by that Committee for tenure and promotion as well as making formal written recommendations on these candidates based on this data.~~

1.7.3.5 Library Committee

Role:

- 1.
- 2.
- 3.
- 4- Library ~~Public services of the library~~ in support of the College's mission **and in support of faculty's teaching, scholarly and creative work, and student learning** ~~aims and ideals.~~

Membership: The Committee consists of seven members:

- four ~~tenure-track ranked~~ faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, **and the Kalmanovitz School of Education**, appointed by the Chair of the Committee on Committees, in consultation with the Deans of the respective Schools, for two-year renewable terms, appointments to be staggered
- one staff member appointed by the chair of the SMC Staff Council, for a two-year term
- one graduate student, ~~appointed by the chairperson of the Graduate and Professional Studies Council, for a one-year term~~
- one undergraduate student, appointed by the Student Body President, ASSMC, for a one-year term
- Dean for Library and Academic Resources as an ex-officio member

1.7.3.6 Committee on Academic Appeals

Role: A faculty/student committee that hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened and chaired by the Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~, at the request of the student:

1. To hear appeals regarding decisions of the Dean of the School **or of the Dean of the Core** or of the Registrar (and approved by the Dean of the School **or by the Dean of the Core**) concerning courses, standards, academic regulations and requirements for graduation;

Membership: The Committee consists of up to ten members:

- Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~ (ex officio and nonvoting)
- three ~~tenure-track ranked~~ faculty members appointed by the Chair of the Committee on Committees;
- three ~~tenure-track ranked~~ alternates (but also including Christian Brothers currently teaching at the College), one each from the Schools of Liberal Arts, Science, and

Economics and Business Administration, appointed by **Chair of the Committee on Committees** ~~Vice Provost for Academic Affairs Undergraduate Academics~~

- four students appointed by the Associated Students of Saint Mary's College President for one-year, renewable terms and confirmed by the Executive Council of that group.

Procedures:

1. When the student expects to appeal a decision by the Dean of his/her School **and/or the Dean of the Core** and/or the Registrar, or to appeal a grade given by an instructor (see 1 and 2 above), the student must file a notification to that effect with the Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~ within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see section 3.1.1 Academic Honesty Policy.)
- 2.
3. If the matter is not resolved in step 2, the student will file a written statement of appeal with the Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~. The Vice Provost will notify the appropriate instructor, department chairperson, and the School Dean **or Dean of the Core, as appropriate**, that an appeal has been filed.
4. If the student decides not to pursue the appeal, he/she must advise the Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~ that the notification and/or statement of appeal be withdrawn.
- 5.
- 6.
7. The Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~ serves as the nonvoting Chair for each appeal hearing. Representatives of the two principals (a faculty member chosen by the student—a Christian Brother on staff may also serve this role—and a **tenure-track ranked** faculty member chosen by the other principal, or in the case of an appeal of a decision by the Registrar's Office, a representative of that office not involved in the original decision) will present to the Committee the respective arguments of the two principals whom they represent. The two principals do not attend the meeting unless requested to do so by the Committee.
- 8.
- 9.
- 10.
11. The Vice Provost for **Academic Affairs** ~~Undergraduate Academics~~ gives written notification of the Committee's decisions to the principals.

1.7.3.7 International Programs Coordinating Committee

Membership:

- Director of the Center for International Programs (chairperson)
- Associate Director for the Center for International Programs International Student Coordinator, Center for International Programs
- Associate Vice President for Finance and Administration and Controller
- Associate Dean of Global Programs in the School of Business and Economic Administration, or designee
- Assistant Dean of Student Life, or designee
- Dean of Admissions or designee
- Registrar
- four ~~full-time~~ **tenure-track** faculty members appointed **by the Chair of the Committee on Committees**, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and **Kalmanovitz School of Education** ~~by the Deans of those Schools~~ for three-year staggered terms, renewable.

The Committee reports to the Vice Provost for **Academic Affairs Undergraduate Academics**, who may appoint up to two additional members.

1.7.3.8 Human Research Institutional Review Board

The Committee's responsibilities include:

1. .
2. .
3. .
4. .
5. **The committee will consult with the College's General Counsel as needed.**

Membership:

- two **tenure-track** ~~ranked~~ faculty members from the School of Science
- two **tenure-track** faculty members from the School of Liberal Arts
- one **tenure-track** ~~ranked~~ faculty member from the School of Economics and Business Administration.
- two **tenure-track** ~~ranked~~ faculty members from the **Kalmanovitz** School of Education, preferably with one member from the Ed.D. program
- 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 Director of Institutional Research, ex-officio

All faculty members of the Committee ~~are ranked faculty with suggestions for appointment made by the Deans of their Schools and formal appointment made by the Institutional Official (IO), the Provost. They~~ are appointed **by the Chair of the Committee on Committees** for three-year terms, which must be staggered.

1.7.3.9 Faculty Development Fund Committee

Membership:

- Director of Faculty Development (chairperson)
- four **tenure-track** ~~ranked~~ faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, appointed by the **Chair of the Committee on Committees** ~~Deans of the Schools.~~

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications. **Faculty should apply as early as possible and prior to the date of the planned activity. More detailed information, guidelines, and applications are available in the Academic Affairs office the Faculty Development webpage (under Academics/Faculty).** [*moved from 2.10*]

1.7.3.10 Campus Athletic and Recreational Sports Committee

Membership:

- Faculty Athletic Representative (appointed by the Provost), chairperson, one-year term
- two **tenure-track** ~~faculty~~ members (appointed by the **Chair of the Committee on Committees Academic Senate**), three-year terms
- two administrator/staff members (appointed by the Provost or 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

- Director of Athletics **and Recreational Sports**
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports

~~1.7.3.11 Career Development Center Advisory Board~~

~~*Membership:*~~

- ~~— Director of Career Development Center~~
- ~~— Associate Director, Career Development Center~~
- ~~— Dean of Student Life~~
- ~~— Alumni Director~~
- ~~— Director, Parent Relations~~
- ~~— Career Counselor~~
- ~~— Experimental Learning Coordinator~~
- ~~— one faculty representative~~
- ~~— one administration representative~~
- ~~— two alumni~~
- ~~— two undergraduate students~~
- ~~— two representatives from the business community~~
- ~~— a Career Placement Director from a local college/university~~
- ~~— a Human Resources recruiter~~

1.7.4.2 Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the **tenure-track ranked** faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, fringe benefits, retirement benefits and by promoting and protecting faculty interest in matters concerning working conditions, such as workload, office space, administrative assistance, communications, and parking facilities. Members of the Faculty Welfare Committee will be responsible for attending the Employee Benefits Advisory Committee meetings, provide representation on the Campus Facilities **Planning Committee** group, with the Chair of the Faculty Welfare Committee also responsible for attending the College's Budget Committee meetings and related committees/task forces established by the Provost. ~~The Chair will also report annually about progress being made by the College on the salary goals established by the Trustees in the most recently adopted Faculty Salary Policy.~~

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

- three tenured faculty members elected at large for staggered three-year terms
- one **tenure-track ranked** non-tenured faculty member elected at-large 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 conducting faculty elections (see section 1.6.1.1 Faculty Elections). In the spring of each year, the Committee ~~on Committees~~ compiles and distributes a Preference Survey under the direction of the Faculty Governance Coordinator. The ~~e~~Committee shall assign a first and a second preference to those individuals who do not submit a Preference Survey to committees where there is the greatest need. The Committee reports regularly through the election 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, reports on same to the Academic Senate, and, when warranted, recommends changes.

In order to help balance workload among the faculty, the Committee will work in conjunction with Academic Affairs to keep a database of all faculty service in order to centralize the committee appointment process and distribute the workload more equitably. The Chair of the Committees, in consultation with the members of the Committee, the deans, and chairs/members of the relevant service entities, shall appoint faculty members to positions on those committees and service entities that are not filled.

1.7.4.4 Academic Administrators Evaluation Committee

The Committee is to design and conduct periodic, systematic, and confidential evaluations of academic administrators including ~~the School Academic Deans, the Dean of the Core, the Vice Provosts of Academic Affairs,~~ the Provost, and the President in order to assess their performance in matters substantially affecting the academic life of the College. The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Associate and Assistant Deans, Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.

Membership: The committee consists of six members:

- Four ~~tenure-track ranked~~ faculty members, one from each School, appointed by the chairperson of the Committee on Committees
- chairperson of the Academic Senate, voting, ex-officio member
- Director of Institutional Research, non-voting ex-officio

The faculty members serve for a term of two years, with terms staggered. **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 Committee selects its own chairperson.~~

1.7.4.5 Undergraduate Educational Policies Committee

Role: The Undergraduate Educational Policies Committee (~~UEPC~~) makes recommendations to the Academic Senate regarding **the undergraduate curriculum of academic departments and programs** ~~and faculty and student evaluations associated with classroom activities.~~ The Undergraduate Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of undergraduate programs and also how curricular and other decisions in one academic area have an impact on the College as a whole.

1. The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate on matters of undergraduate curriculum, especially: *[The list below has been renumbered]*

- a. changes to ~~general~~ undergraduate education requirements of **existing academic departments or programs** or initiation of new ones;
 - b. **possible new degree and non-degree programs or majors and minors for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;**
 - c. ~~appropriateness of all new~~ credit and non-credit courses proposed for addition to the undergraduate College catalogues ~~except for January Term courses,~~ **as well as significant changes to existing courses;**
 - d. after a review of academic issues, the appropriateness of all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;
 - e. ~~possible new degree and non-degree programs or majors and minors for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;~~
 - f. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs; **When changes to departments or programs are proposed that substantively affect the Core Curriculum, the Committee will consult with the Core Curriculum Committee before making final recommendations to the Academic Senate.**
 - g. ~~changes proposed by Schools, departments, or programs in their degree and non-degree program course offerings that result in a change in general education requirements for undergraduate students.~~
- 2.
 3. The chair of the Undergraduate Educational Policies Committee considers for approval applications from the Vice Provost for **Academic Affairs Undergraduate Academics** on the behalf of students who believe their academic needs would be better served by a distinctive program of studies. Besides fulfilling requirements for a major, an individualized major plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates.
 4. Together with the Graduate and Professional Studies Educational Policies Committee, meets and reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
 5. Together with the Registrar's office, department chairs, ~~academic School Deans,~~ **Dean of the Core** and the Vice Provost for **Academic Affairs Undergraduate Academics**, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

Membership: This Committee is composed of ~~eleven~~ **nine** voting members:

- Chair~~person~~ (tenured faculty member who has taught at least six undergraduate courses during the previous three academic years)
- Vice-Chair~~person~~ (tenured faculty chairperson elect, who has taught at least six undergraduate courses during the previous three academic years)
- three **tenure-track ranked** faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, **elected for two-year, staggered terms**
- three faculty members at large, elected for two-year, staggered terms from the **tenure-track ranked** faculty
- ~~Director of Collegiate Seminar~~
- ~~Director of January Term~~
- Member of the Library professional staff

The Vice-Chairperson is elected at-large for a two-year term serving as Chairperson in the second year. ~~The faculty members serving in these roles are elected from the tenured roster and must satisfy the qualifications for election (see section 1.6.1.1.4 Faculty Qualifications for Election).~~ The Chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

1.7.4.6 Graduate and Professional Studies Educational Policies Committee

Role:

- 1.
2. Makes recommendations to the Academic Senate on matters of graduate and professional studies curriculum, especially:
 - a. Approval of new programs, new concentrations within existing programs, certificates offered by graduate or professional studies programs, **or significantly revised courses;**
- 3.
- 4.
- 5.
- 6.
7. **Reviews academic regulations and graduation requirements, as advised by the Academic support and Achievement Programs, to insure College compliance with the Rehabilitation Act of 1973 (section 2.3.4 Section 504, Rehabilitation Act of 1973: Compliance).**

Membership: This Committee is composed of five voting members:

- the Chairperson, who has taught at least six graduate or professional studies courses during the previous four academic years, and who is elected at large from among the tenured faculty of the College.
- three **tenure-track ranked** ~~ranked~~ faculty members who have taught at least six graduate or professional studies courses during the previous four academic years, one elected from each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms.
- member of the Library professional staff

1.7.4.7 Program Review Committee

Role: The Program Review Committee (~~PRC~~) is to

- 1.
2. Administer that review process following these steps:
 - a.
 - b.
 - c.
 - d. The Committee meets with the program faculty to discuss the self-study and draft of the action plan and timeline, Dean's evaluation, and external reviewer report. The Committee prepares a complete written review, and sends it to the department or program under review, the Dean, the Vice Provost for **Academic Affairs Undergraduate Programs** (for undergraduate programs) ~~or the Vice Provost for Graduate and Professional Studies~~ (for graduate and professional programs) and the Provost. Following this step in the process, the Provost's representative, will arrange a meeting with the department or program, the Dean, and the chair or representative of the Committee in order to respond to the review;

Membership: This Committee is composed of eight voting members:

- four ~~tenure-track ranked~~ faculty, elected one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education, and one elected at large
- one ~~tenure-track ranked~~ faculty elected at large
- one ~~tenure-track ranked~~ non-tenured faculty elected at large
- Member of Library professional staff (ex-officio)
- **the Director of Assessment (ex-officio)**
- **representative from the Office of Institutional Research (ex-officio)**
- ~~- the Director of Educational Effectiveness (ex-officio)~~

The elected faculty members of the Committee serve two-year staggered terms; ~~they are elected from the tenure-track ranked faculty roster and must satisfy the qualifications for election (see section 1.6.1.1.4 Faculty Qualifications for Election).~~

1.7.4.8 Admissions and Academic Regulations Committee

Role

- a. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;
- b. factors that affect admissions, yield, and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation (**in conjunction with the Core Curriculum Committee**), new student, pre-college orientation programs;
- c. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification, ~~and graduation requirements~~) (**see also section 2.3.4 Section 504, Rehabilitation Act of 1973: Compliance**);
- d. graduation requirements (The **Core Curriculum Committee** and Undergraduate Educational Policies Committee shares responsibility with the Admissions and Academic Regulations Committee regarding ~~this issue~~ **graduation requirements**, and these committees should work together on particular issues before making their individual recommendations to the Academic Senate);

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

- Four ~~tenure-track ranked~~ faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Economics & Business Administration, Liberal Arts, and Science, and one elected at large

The elected faculty members of the Committee serve two-year staggered terms; ~~they are elected from the tenure-track ranked roster and must satisfy the qualifications for election (see section 1.6.1.1.4 Faculty Qualifications for Election).~~

1.7.4.9 Faculty Committee on the Bookstore

Membership: The committee consists of four **tenure-track** faculty members appointed by the chairperson of the Committee on Committees, the choice of members to be as representative as possible. The members serve terms of two years, with terms staggered. The Committee selects its own chairperson.

1.7.4.10 Committee on Teaching and Scholarship

Membership:

- Director of Faculty Development, chairperson

- Four **tenure-track ranked** faculty members, one elected from each School (two-year, staggered terms)
- Three **tenure-track ranked** faculty members (one-year, renewable terms) appointed by the **Chair of the Committee on Committees** ~~Director of Faculty Development in consultation with the chairperson of the Committee on Committees.~~

1.7.4.11 January Term Committee

Role: To recommend to the **Dean of the Core** ~~Vice Provost for Undergraduate Academics~~ guidelines and policies for the January Term; to review proposals for courses offered during that term, including independent study proposals; to supervise catalog publication for each January; to evaluate preregistration results for that term; to recommend policy regarding coordination with other 4-1-4 colleges; to recommend and review other activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term (chairperson)
- seven **tenure-track ranked** members of the faculty who have taught at least two January term courses in the previous ten years, serving staggered, three-year terms, three of whom shall be elected, respectively, one from the School of Liberal Arts, one from the School of Economics and Business Administration, and one from the School of Science, and four of whom shall be elected at large
- one non-voting, *ex officio* representative from the Office of the Registrar

1.7.4.12 Collegiate Seminar Governing Board

Role: The Collegiate Seminar Governing Board advises the Director of the Collegiate Seminar and, with or through the Director, **the Dean of the Core** ~~Vice Provost for Academics~~, on all matters pertaining to the academic governance of the Collegiate Seminar.

Membership:

- the Director of the Collegiate Seminar (Chair)
- two **tenure-track ranked** members from the School of Liberal Arts
- one tenure-track member from the School of Science
- one tenure-track member from the Kalmanovitz School of Education
- one tenure-track member from the School of Economics and Business Administration
- the Director of the Center for Writing Across the Curriculum or designee chosen in consultation with the Chair of the Collegiate Seminar Governing Board,
- the Collegiate Seminar's Liaison with the Critical Perspectives Program
- one faculty member representing faculty of the Integral Curriculum of Liberal Arts
- one representative of the Christian Brothers
- one salaried adjunct faculty member
- one per-course adjunct faculty member
- one student representative, appointed by the Director of the Collegiate Seminar in consultation with the President, Associated Students of Saint Mary's College

Membership: Five **tenure-track** ranked members of the faculty, two **elected** from the School of Liberal Arts, and one **each elected** from, respectively, the Schools of Science, Economics and Business Administration, and Education, elected on a general faculty ballot administered by the Committee on Committees.

~~Ex officio and voting, the Director of the Collegiate Seminar (Chair), the Director of the Center for Writing Across the Curriculum or designee chosen in consultation with the Chair of the Collegiate Seminar Governing Board, the Collegiate Seminar's Liaison with the Critical Perspectives Program~~

~~One representative from among, respectively, the faculty of the Integral Curriculum of Liberal Arts, the Christian Brothers, the Adjunct faculty of Saint Mary's College, and the Part-time faculty of Saint Mary's College: all to be elected by the members of the Collegiate Seminar Governing Board (as provided under *Eligibility*, below)~~

~~One student representative, appointed by the Director of the Collegiate Seminar in consultation with the President, Associated Students of Saint Mary's College~~

Eligibility: All elected members must have taught a minimum of three (3) Collegiate Seminar courses (including initial co-teaching assignments). Openings for election by the members of the Governing Board will be announced to, and nominations will be accepted from, the College faculty at large; only nominations from the faculty at large will constitute a ballot. **The School representatives are elected on a general faculty ballot administered by the Committee on Committees. The Adjunct representatives are elected by the members of the Collegiate Seminar Governing Board.** The Governing Board will schedule Board elections so as to provide appropriate continuity of membership.

Terms: All elected terms are renewable; no member may serve more than two consecutive terms; after consecutive terms, a member may be re-elected to the Board only after an interregnum equal to one term. All elected members serve three-year terms, except the representative of the part-time faculty, who serves a one-year term.

1.7.4.13 Core Curriculum Committee

Role: "Core Curriculum" signifies the foundational and essential learning expected of all undergraduate students at Saint Mary's College (as articulated in Learning Goals, Outcomes, and Rationales) and the processes by which students achieve that learning (i.e., designated courses and experiences). Under the leadership of the Chair, and **with assistance from the Working Groups, and in accordance with Senate Action S-13/14-35,** the Core Curriculum Committee **develops and proposes to the Academic Senate policy regarding all general education requirements, known as the Saint Mary's Core; administers and evaluates policy governing the Core Curriculum administers, evaluates, and disseminates policy governing the Core; conducts** course/experience review (through Working Groups) **and for designation and designation renewal; conducts** assessment of student learning; **conducts** assessment and development of the Core as a whole and in its elements; **develops** intra- and extramural presentation of the Core via catalogues, course lists, published guidelines, workshops, et al.; **develops and maintains a public handbook of its decision-making protocols. When the Committee proposes changes to the Core that substantively affect undergraduate departments or programs, it will consult with the Undergraduate Educational Policies Committee before making final recommendations to the Academic Senate.**

Membership:

- **The Chair of the Core Curriculum Committee (chairperson, voting), a tenured member of the faculty who has taught at least six undergraduate courses during the previous three academic years; selected for a three-year term by the Senate Executive Committee, UEPC Chair and out-going Chair, and confirmed by majority vote of Academic Senate. The Chair serves at the pleasure of the Academic Senate and reports**

~~to the Vice Provost for Undergraduate Academics. In the event that the five-member body is unable to bring forth one candidate for Senate confirmation, this body may forward two candidates for selection by Senate.~~

~~— A CCC Chair wishing to resign before the end of his/her term must inform the Senate Chair in writing. If the CCC Chair position becomes vacant for any reason, the Senate Chair will initiate a new selection process. If the CCC Chair is unable to perform his/her duties for a month or more, the Senate Chair will appoint a temporary replacement.~~

- ~~Six~~ **tenure-track** ~~ranked~~ members of the faculty who have taught at least six undergraduate courses during the previous three academic years (voting): two elected from the School of Liberal Arts, two from the School of Science, one from the School of Economics and Business Administration, and one from the faculty at large, for staggered; three-year terms;
- **Director of Collegiate Seminar (ex officio, voting in matters of policy, but not course designation);**
- **Director of January Term (ex officio, voting in matters of policy, but not course designation);**
- **Dean of the Core** ~~Vice Provost for Undergraduate Academics or designee~~ (ex officio, non-voting);
- ~~Director of the Office of Faculty Academic Advising or designee~~ (ex officio, ~~non-voting~~ **voting in matters of policy, but not course designation**);
- ~~Director of Educational Effectiveness Assessment~~ (ex officio, non-voting);
- Representative from the Library, as designated by the Dean for **Library and Academic Resources**; (ex officio, non-voting);

Chair Duties:

- **As the Core Curriculum Committee's executive, the Chair facilitates the Core's day-to-day operation; the Chair receives yearly reassigned course equivalences commensurate with the office's demands.**
- **The Chair, on behalf of the Committee, is responsible for bringing to the Academic Senate proposals regarding matters of academic policy and curricular implementation and oversight of the Core.**
- **The Chair reports administratively to the Dean of the Core (e.g., impact of the Core on students, faculty, programs, and other administrative units; staffing decisions; personnel and budgetary needs; national conversations on and involvement in general education; and student petitions).**

Chair Selection: The Chair is selected for a three-year term by the following process:

1. The Chair of the Academic Senate will solicit nominations and applications.
2. The elected faculty members of the Committee and the outgoing Committee Chair will conduct a confidential review of applications and forward endorsed candidates to the Dean of the Core.
3. The Dean of the Core will review the list, narrow it as necessary, and forward it to the Academic Senate.
4. Following review in closed session, the Academic Senate will appoint a Chair from this list or restart the process from Step 1.

A Chair wishing to resign before the end of his/her term must inform the Chair of the Academic Senate in writing. If the Chair position becomes vacant for any reason, the Senate Chair will initiate a new selection process. If the Chair is unable to perform his/her duties the Dean of the Core and Chair of the Academic Senate

will appoint a temporary replacement with a defined schedule for the selection process of the new Chair.

Meetings: The Core Curriculum Committee is convened according to a schedule drawn up by the Chair.

1.7.4.14 Core Curriculum Working Groups

Role: Core Curriculum Working Groups function as subcommittees of the Core Curriculum Committee, ~~as provided under Senate Action S-13/14-35 the~~ **The Working Groups** recommend **to the Core Curriculum Committee**, for inclusion in the core curriculum, courses that fulfill outcomes under the Core learning goals, according to guidelines established by the Core Curriculum Committee. Working Groups are convened by the Chair of the Core Curriculum Committee, each with specific responsibilities **for maintaining the integrity of** ~~under~~ the Core Learning Goals, as follows:

Group HM (Habits of Mind);

Group MU/SU (**Mathematical and Scientific Understanding**);

Group AU (Artistic Understanding: **Artistic Analysis and Creative Practice**);

Group TU (Theological Understanding: **Christian Foundations and Theological Explorations**);

Group SHCU (Social, Historical, and Cultural Understanding);

Group TCG/CE (The Common Good/Community Engagement);

Group AD/GP (American Diversity/Global Perspectives).

Membership: Each Working Group consists of:

- Working Group Chair (an **elected faculty** member of the Core Curriculum Committee, designated by the Chair of the Core Curriculum Committee);
- **At least four** ~~Four~~ **tenure-track** members of the faculty who have taught at least six undergraduate courses during the previous three academic years, recommended by the Core Curriculum Committee and confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

Eligibility: The Core Curriculum Committee consults relevant deans and department chairs, and considers self-nominations by members of the faculty, in pursuit of a mix of disciplinary experts and interested non-experts fitted to the specific responsibilities of each Working Group.

Meetings: Working Groups will be convened when, ~~and~~, in the judgment of the Chair **of the Core Curriculum Committee** and **Working Group** Chairs, the volume of material for review **and action** requires.

1.7.4.15 First Year Advising Steering Committee

Membership: Four **tenure-track** ~~ranked~~ faculty members who have completed a minimum of one year as an advisor in the First Year Advising Cohort Program, **appointed by the Chair of the Committee on Committees**. The Director of Academic Advising serves as the Chair. ~~When there are seats to be filled, the Chair will alert the Senate and a call for nominees (including self-nominations) will be made to the faculty. The nominees will be selected by vote of the Senate Executive Committee and the Director of Academic Advising.~~

1.7.4.16 Committee on Educational Technology

Role: **The Committee on Educational Technology** is charged with advancing the use of technology in teaching, learning, and scholarship by exploring innovative pedagogy, new learning tools, and potential improvements to academic facilities

(i.e., classrooms and laboratories); supporting the use of innovative pedagogy; and advising various parties on campus on matters that impact the effective use of educational technology. The primary duties of the Committee are to:

1. Encourage and review faculty grant submissions that will provide for innovation in teaching and learning that can be enabled by educational technologies and/or facilities;
2. Identify opportunities for improvement or innovation in teaching and learning that can be enabled by educational technologies and/or facilities, and provide ongoing guidance and recommendations to the Chief Technology Officer, the EdTech Center, and the Campus Facilities Planning Committee;
3. Stay abreast of best practices and recommend policies to the Senate regarding technology matters on campus, such as policies for online/hybrid programs;
4. Assist curriculum-review committees, especially the Undergraduate Educational Policies Committee and the Graduate and Professional Educational Policies Committee, in matters regarding the intersection of technology and curriculum, e.g., through consultation regarding standards for evaluating proposals for online/hybrid courses and programs;
5. Generally support initiatives arising from the faculty that advance excellence in the use of technology in teaching, learning, and scholarship.

Membership:

- Four tenure-track faculty members, one elected from each school (two-year, staggered terms), one of whom is selected by the committee as chair
- One full-time faculty member (one-year, renewable term) appointed by the Committee on Committees
- Director of Faculty Development (*ex officio*)
- Chief Technology Officer (*ex officio*)
- Director, Educational Technology (*ex officio*)
- Dean of the Library and Academic Resources (*ex officio*)
- Director, Facilities Services (*ex officio*)

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

1.7.5.1 Disciplinary Hearing Board

Role: The Disciplinary Hearing Board determines responsibility of students for their conduct when an allegation has been made against them that they have engaged in sexual assault, non-consensual sexual contact, intimate partner violence, sexual misconduct, stalking and/or retaliation in violation of College policy. A Disciplinary Hearing Board may also convene and determine responsibility concerning individual student and/or student organization disciplinary situations involving egregious alleged violations of the Code of Student Conduct and College policies that may result in suspension or expulsion. The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Students or designee.

It is expected that the Disciplinary Hearing Board panel for each case will act ethically in their duties and responsibilities and will disqualify themselves if they believe they cannot be impartial and/or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the complainant, the respondent, and any witnesses before, during, and after the process consistent with applicable laws and College policy governing student privacy rights. In addition, the Dean of Students, or designee, will decide, at their sole discretion, whether a

Disciplinary Hearing Board panel member can be impartial and will remove anyone whom they determine is unable to be impartial or respectful of the confidentiality of the process and the privacy of the individual(s) involved. The Dean of Students, or designee, will provide training and orientation sessions for the Disciplinary Hearing Board members at least annually.

Membership: The Disciplinary Hearing Board consists of a pool of trained faculty and staff. The Dean of Students, or designee, determines membership for each panel from faculty nominated by the Chair of the Committee on Committees, and other staff or faculty of the College as recommended to the Dean of Students, or designee. A Disciplinary Hearing Board panel is made up of three (3) members of the Disciplinary Hearing Board.

Meetings: Disciplinary Hearing Board panels are convened and meet on an as-needed basis as determined by the Dean of Students or their designee. Three (3) members of the Disciplinary Hearing Board pool will be called to sit on a Disciplinary Hearing Board panel based on availability, impartiality, and experience.

~~*Role:* The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Students for matters referred to it concerning individual student and student organization disciplinary situations involving alleged violations of the Statement of Community Standards, the Student Code of Conduct, and College policies. Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the Associate Dean of Students. As disciplinary matters often require expedient resolution on a case-by-case basis, the chair of Disciplinary Hearing Board selects up to two of the student, faculty and administrator members to hear a particular referred case.~~

~~*Membership:*~~

- ~~— Associate Dean of Students, facilitator~~
- ~~— four students, appointed by the President of the Associated Students of Saint Mary's College, in consultation with the Assistant Dean of Students for Student Involvement~~
- ~~— four tenure-track faculty, appointed by Chair of the Committee on Committees~~
- ~~— four administrators, appointed by the Vice Provost of Student Life~~

~~*Meetings:* The Disciplinary Hearing Board meets on an as needed basis as determined by the Associate Dean of Students.~~

1.7.5.2 Academic Probation Review Board

Role: The Board is charged with making a decision to disqualify or put on probation an undergraduate student whose GPA is below a 2.0. The case of each student, who has an appeal on file, is discussed and reviewed. In order to come to a decision, the Board members will either build consensus or will take a vote where consensus is not feasible.

Thus, each member is to provide:

- Her/his recommendations regarding each student
- Insight into coursework and other specific knowledge regarding the school they are representing
- Advocate for a decision depending upon information

The Chair's role is to mitigate in cases that are challenging or ambiguous.

The Board will also provide any stipulations as needed as appropriate, e.g. participate in Project Success or Academic Success, Recommend change of major, meet with advisor and/or coach, contact Counseling and Psychological Services and Student Disabilities Services, etc.

Membership

- Assistant Vice Provost for Student Success, Chair
- Student Success Coordinator
- Three tenure-track faculty representatives, one from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Chair of the Committee on Committees
- Registrar
- Dean of Students
- Student Engagement and Academic Success representative

Meetings: The Board meets upon a schedule drawn up by its Chair. Generally the meetings occur after fall and spring grades have been posted, and the Registrar has reviewed grades.

~~4.7.5.2 — Residence Life Advisory Board~~

~~*Role:* The Residence Life Advisory Board advises the Assistant Dean of Students for Housing and Residence Life on matters pertaining to residential living.~~

~~*Membership:*~~

- ~~— Assistant Dean of Students for Housing and Residence Life~~
- ~~— Assistant Director of Residence Life~~
- ~~— Assistant Dean of Students for Student Involvement~~
- ~~— Assistant Director of Athletics for Recreational Sports and Intramurals~~
- ~~— two faculty appointed by chair, Academic Senate~~
- ~~— two members of Residence Life staff appointed by Assistant Dean of Students for Student Involvement~~
- ~~— three students elected by resident students~~

~~*Meetings:* Meets at least twice a year.~~

~~4.7.5.3 — Student Health Committee~~

~~*Role:* The Student Health Committee advises the Health Services staff and the Vice Provost for Student Life on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.~~

~~*Membership:*~~

- ~~— Dean of Students (chair)~~
- ~~— Director of Counseling Center~~
- ~~— Assistant Director of Athletics for Recreational Sports and Intramurals~~
- ~~— Director, Women's Resource Center~~
- ~~— one Athletic Trainer~~
- ~~— College physician~~
- ~~— two faculty members appointed by chair, Academic Senate~~
- ~~— three students (one of whom must be a Resident Advisor) appointed by the President of ASSMC~~

~~*Meetings:* Meets at least twice a year.~~

1.7.6.1 Budget Committee

Role: The Budget Committee, which is advisory to the President through the Vice President for Finance and Administration, provides the means for institutional oversight through financial planning, coordination of budgets, and determining funding priorities.

Duties of the Budget Committee: The Budget Committee advises the President on budget policy and financial planning for the campus community and in these capacities will:

1. Develop and recommend an annual budget including enrollments, tuition and discount rates, room and board occupancy and rates, and other revenues as well as compensation recommendations and other expense items for approval by the President and the Board of Trustees. Review and recommend, to the President and the Board of Trustees, a capital budget consistent with strategic institutional plans.
2. Review and recommend the assumptions contained in the rolling-three-year financial plan. The plan includes assumptions regarding enrollment and tuition rates, discount rates, compensation goals and other revenues and expenses. The financial plan needs to achieve debt covenant requirements and allow the continued financial vitality of the College.
3. Make recommendations regarding the College's budgetary processes.
4. Monitor budget performance and review business plans of existing and new units/programs.

Guidelines for the Budget Committee

1. To allocate resources in the best interest of the institution and as determined by the College's strategic planning processes.
2. To coordinate efforts with the Institutional Effectiveness Committee to assure adequate resources for strategic initiatives.
3. To coordinate efforts with the Employee Benefits Advisory Committee to insure adequate resources for retaining and attracting employees.
4. To communicate with the committees of the Board of Trustees to increase mutual understanding of strategic funding priorities.

Members of the Budget Committee

Each member of the Budget Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate. The Committee shall have the following members:

- Make recommendations regarding the College's budgetary processes.
- Vice President for Finance and Administration – Chair
- Provost
- Vice President for Advancement
- 2 Academic Deans
- Chair and Vice-Chair of Academic Senate (or designees)
- Chair of Faculty Welfare Committee (or designee)
- Staff Council representative
- 2 Directors
- 1 Other Cabinet member
- Associate Vice President for Finance/Controller

Administrative Support for the Budget Committee

The Assistant Controller/ Budget Officer shall provide administrative support for the Budget Committee.

Role: The Budget Committee advises the President on budget policy and financial planning for the campus community and in these capacities will:

- Develop and recommend annually a five year budget assumption model including tuition, room, board, and other revenue and expense increases or reductions for approval by the President and the Board of Trustees. The model should recommend institutional funding priorities and budgetary guidelines consistent with the overall institutional plans.
 - Make recommendations regarding the College's budgetary processes.
 - Monitor budget performance and review business plans of existing and new units/programs.
 - The Budget Committee follows these guidelines in its work:
 - To allocate resources in the best interest of the institution as determined by the College planning process.
 - To reward and encourage excellent programs and new initiatives within or between units.
 - To uphold and support units that make a special contribution to the College's mission.
- Each member of the Budget Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate.

Membership:

- President of the College
- President's Cabinet
- Vice Provosts for Undergraduate Academics and for Graduate and Professional Programs
- Associate Vice President for Finance and Administration and Controller
- Associate Vice President of Human Resources
- Academic Deans (one appointed by Provost and one elected by Council of Deans)
- Academic Senate Chair and Vice Chair
- Faculty Welfare Committee Chair
- Staff Council Chair and Immediate Past Chair
- Director of Athletics
- Financial Aid Director

The Assistant Controller and Budget Officer shall provide administrative support for the Budget Committee.

Meetings: Twice a month from September through December and as called additionally by the Vice President for Finance and Administration.

1.7.6.3 Campus Facilities Planning Committee

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

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

- Review and make recommendations on amendments to the approved campus master plan.
- Review and make recommendations on all other plans, policies, and standards that impact the development of the campus.
- Review and make recommendations regarding the application and impact of approved plans, policies, and standards on all proposed major campus facility projects.
- Develop and make recommendations on the annual and five-year Capital Budgets for inclusion in the annual budget process.
- ~~— Perform other advisory functions as requested by the President.~~

Guidelines for the Campus Facilities Planning Committee

~~The Campus Facilities Planning Committee follows these guidelines in its work:~~

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

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

Membership:

- Director of Facilities Services, **Chair**
- **Two Academic Deans appointed by the Provost**
- ~~— Associate Vice President for Finance and Administration/Controller~~
- ~~— Associate Dean for Residence and Community Life~~
- Associated Students **of Saint Mary’s College Representative** ~~President or Designee~~
- ~~— Associated Students Vice President for Student Organizations or Designee~~
- ~~Co~~-Chair of Staff Council **or Designee**
- ~~— Chair of Academic Senate or Designee~~
- Chief Technology Officer or Designee
- Christian Brother Representative
- Dean of Students
- ~~— Director of Community and Governmental Relations~~
- ~~— Director of Scheduling and Special Events~~
- ~~— Director of Athletics or Designee~~
- ~~— Director of Project Management, Committee Chair~~
- ~~— Director of Public Safety~~
- Faculty Welfare Committee **Chair or Representative**
- Graduate and Professional Student Advisory Council Representative

- Provost or Designee
- ~~—Provost’s Council on Academic Facilities Planning Representative~~
- Vice President for Advancement or Designee
- Vice President for Finance and Administration
- ~~—Vice Provost for Enrollment and Vice President for Communications or Designee~~
- Vice Provost for Student Life or Designee

1.7.6.4 Employee Benefits Advisory Committee

Membership:

Committee members shall serve one-year terms and are encouraged to serve additional terms to assure continuity of decision-making and the development of institutional memory. The membership shall include:

- Director of Benefits, **Chair**
- Associate Vice President, Human Resources, ~~Chair~~
- Faculty Welfare Committee Members
- Staff Council’s Compensation and Benefits Committee Members (**4 maximum**)
- Provost or designee
- Vice President for Finance and Administration, ~~Committee Co-Chair~~
- **Assistant Controller/Budget Officer**
- ~~—Associate Vice President for Finance and Administration and Controller~~
- ~~—Benefits Specialist~~

1.7.6.5 Retirement Benefits Committee

The Retirement Benefits Committee is established to assist and advise the Vice President for Finance and Administration in fulfilling oversight responsibilities with respect to the retirement benefit plans of Saint Mary’s College of California and to help assure that the plans are being managed in the best interests of the plan participants and of the College. These plans include the Defined Contribution Retirement Plan, the Tax Deferred Annuity Plan, the Emeriti Retiree Health Plan and the Emeriti Grantor Trust.

Duties of the Retirement Benefits Committee

The Committee shall fulfill its duties by:

1. **Becoming familiar with the objectives, design and key documents for each plan.**
2. **Monitoring the administration of the plans in accordance with plan documents and objectives.**
3. **Becoming familiar with norms and legal standards for investment policy applicable to employee plans of the type maintained by the College.**
4. **Developing and recommending investment policy statements appropriate to each plan's objectives and that reflect prudent diversification of investments to address the life circumstances of all participants in the plans.**
5. **Monitoring investment performance against the investment policy statements and against appropriate financial market indices.**
6. **Monitoring the broader financial market conditions within which plan(s) investments operate.**
7. **Monitoring investment management fees and administrative fees charged to the plans and the participant accounts, both direct and indirect, including any limitations on or costs or assessments associated with an employee's ability to transfer or exchange contributions to another provider's contract or account.**

8. Making recommendations to the Vice President for Finance and Administration regarding the suitability and selection of default investment options for undirected funds when a participant does not take steps to manage his account.
9. Making recommendations to the Vice President for Finance and Administration regarding custodians, fund sponsors and trustees for the plans.
10. Reviewing the annual audits of the plans.
11. Monitoring the selection of service providers and scheduling and content of investment education for employees participating in the plans about plan information, investment principles and financial planning and retirement, to be consistent with Department of Labor Interpretive Bulletin 96-1 and other regulatory guidance.
12. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
13. Reviewing and making recommendations on the objectives, design and administration of the plans.
14. Performing other duties as requested by the Vice President for Finance and Administration.

Guidelines for the Retirement Benefits Committee

The Committee shall be guided in its efforts by:

1. Making recommendations that reflect and honor the College's mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.
4. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

Members of the Retirement Benefits Committee

- Associate Vice President for Finance/Controller, Chair
- Associate Vice President, Human Resources
- Chair of Faculty Welfare Committee or Designee
- Chair of Staff Council or Designee
- Director of Benefits
- Vice President for Finance and Administration, Chair

The Human Resources Department and retirement services consultants shall provide administrative support for the Committee.

~~Retirement Benefits Subcommittee: This subcommittee is to assist the Employee Benefits Advisory Committee in its role of assisting and advising the Vice President for Finance and Administration in fulfilling oversight responsibilities with respect to the retirement benefit plans of Saint Mary's College of California and to help assure that the plans are being managed in the best interests of the plan participants and of the College. These plans include the Defined Contribution Retirement Plan, the Tax-Deferred Annuity Plan and the Emeriti Retiree Health Plan.~~

~~Membership:~~

~~— Associate Vice President for Finance and Administration and Controller, Subcommittee Chair~~

- ~~— Associate Vice President, Human Resources~~
- ~~— Chair of Faculty Welfare Committee or Designee~~
- ~~— Chair of Staff Council or Designee~~
- ~~— Director of Benefits~~
- ~~— Vice President for Finance and Administration~~

~~1.7.7 DEVELOPMENT COMMITTEES~~

~~Depending on the nature of the plans for development of the College, the Vice President for Advancement is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the advisory committees to the various Schools and departments of the College, and the Alumni Association Board of Directors.~~

~~1.7.8 ENROLLMENT COMMITTEES~~

~~1.7.8.1 Enrollment Group~~

~~The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders, it seeks to ensure that the efforts of the various areas are coordinated and cohesive for the benefit of the students.~~

~~*Membership:*~~

- ~~— Vice Provost for Enrollment (chairperson)~~
- ~~— Assistant Controller~~
- ~~— Assistant Dean of Student Life for Residence Life~~
- ~~— Associate Vice President for Finance and Administration and Controller~~
- ~~— Associate Director of Athletics for Compliance/Senior Woman Administrator~~
- ~~— Coordinator, International Recruitment and Admissions~~
- ~~— Dean for Student Life~~
- ~~— Associate Vice Provost for Student Success~~
- ~~— Dean of Admissions~~
- ~~— Director of Financial Aid~~
- ~~— Director of Articulation and Transfer/Associate Registrar~~
- ~~— Registrar~~
- ~~— Vice Provost for Graduate and Professional Studies~~
- ~~— Vice Provost for Undergraduate Academics~~

1.7.7 MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES
[RENUMBERED]

1.7.7.1 Joint Committee of Associated Students of Saint Mary's College (ASSMC), Staff Council, and the Academic Senate [Renumbered]

Membership: Three students appointed by ASSMC president, three staff members appointed by the Staff Council chair, and three **tenure-track** faculty members appointed by the **Chair of the Committee on Committees Senate chair.**

1.7.7.2 Faculty Handbook Review Committee [Renumbered]

Membership:

- Faculty Handbook Coordinator (chair), **annually appointed by the Academic Senate Chair, in consultation with the Committee on Committees, if necessary**

- Chairperson, Academic Senate
- Associate Vice President for Human Resources
- General Counsel
- President
- Provost

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

1.7.7.3 Faculty Representatives to the Board of Trustees *[Renumbered]*

The Faculty Representatives to the Board of Trustees serves as a liaison between the faculty and the Board of Trustees. The representatives ~~are~~ **are** expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representatives ~~have~~ **have** voice but no vote, and ~~are~~ **are** expected to respect those matters designated as confidential by the Chairperson of the Board.

~~The current chair of the Academic Senate or his/her designee serves as the Faculty Representative to the Board of Trustees.~~

1.7.7.4 Faculty Representative to the Alumni Board of Directors *[Renumbered]*

The Past Chair of the Academic Senate serves as the Faculty Representative to the Alumni Board of Directors ~~serves as liaison between the Academic Senate and the Alumni Board of Directors.~~ The representative is expected to report the action and expressed attitude of the Alumni Board of Directors to the Academic Senate, and to report the interests and concerns of the faculty to the Alumni Board of Directors, as occasion, interest, or propriety require. The representative has voice but no vote.

The representative is a member of the Alumni Faculty Relations Committee and advises the Committee on the types of activities designed to promote interaction between the faculty and the alumni, and a member of the Faculty Fellowship Fund Review Committee that selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend **yearly meetings and any other relevant activities of the Alumni Board** ~~the four Alumni Board of Directors yearly meetings the annual workshop, and all meetings of the Alumni Faculty Relations Committee.~~

~~The representative is elected by the faculty for a two-year term.~~

2.1.1 **TENURE-TRACK RANKED (TENURE-TRACK) FACULTY**

Tenure-track Ranked faculty **are those members of the faculty whose names** appear on the Rank and Tenure Roster. They are full-time employees of the College unless otherwise specified in their appointment; their appointments are probationary (tenure track) or tenured to the College and not to a program, department or School; they hold the academic ranks of Assistant Professor, Associate Professor and Full Professor. Assignment is made to the department or program in which the faculty member teaches the majority of his/her courses. With the exception of Exceptional Candidate appointments, faculty will hold the terminal degree (see sections 2.1.1.1 Terminal Degrees and 2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)).

The salaries of full-time **tenure-track ranked** faculty whose duties are primarily instructional are contained in the full-time salary scale (see section 2.15.2 Salary Scales for **Tenure-Track Ranked** and Adjunct Faculty).

2.1.2 NON-TENURE-TRACK FACULTY

Non-tenure-track faculty positions are the following: Visiting Professor, Adjunct Assistant Professor, Adjunct Associate Professor and Salaried Adjunct Professor. See CBA Articles 10 and 27.

2.1.2.1 Visiting Professor

A Visiting Faculty position is temporary full-time appointment clearly limited to a brief association with the College, normally not to exceed two years; for example, to replace a ranked faculty member who is on leave or to fill a new ranked position for which a search has not yet been successful. For details see the Collective Bargaining Agreement.

2.1.2.2 Contingent Faculty Positions

In addition to the positions held by tenured and tenure-track faculty, and consistent with the terms of the Collective Bargaining Agreement with SEIU 1021, the College employs Adjunct Assistant Professors and Adjunct Associate Professors to teach on a per-course basis. The Salaried Adjunct position is used when an Adjunct Professor is assigned articulated service requirements in addition to a five (5) to seven (7) course-load. See the Collective Bargaining Agreement for more detailed information related to these positions.

2.1.3 EMERITUS/EMERITA

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

2.1.4 ADMINISTRATORS WITH FACULTY RETREAT RIGHTS

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the Provost, the Vice Provost for **Academic Affairs Undergraduate Academies**, the Vice Provost for Graduate and Professional Studies, ~~and each Dean of a School~~, **the Deans of the Schools and the Dean of the Core**. These positions are normally filled via national searches resulting in multi-year appointments, and exceptions to this standard made in consultation with the Academic Senate. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, he/she will also be appointed as a **tenure-track ranked** faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, he/she has faculty retreat rights, that is, the right to assume the position of a full-time faculty member of the College upon leaving the administrative position.

Assignment to a department will be made by the Provost (by the President in the case of the appointment of the Provost) in consultation with the department involved. For appointments at the ranks of Associate Professor and Full Professor, the Rank and Tenure Committee will be consulted prior to the appointment about the rank and the tenurability of the appointee, as specified in Section 2.3.1 Selection/Appointment of **Tenure-Track Ranked** Faculty.

An administrator as defined in this section, who is also a **tenure-track ranked** faculty member, agrees to the provisions of this *Faculty Handbook* which are applicable to his/her faculty ranks.

A **tenure-track ranked** faculty member who assumes an administrative position at the College that does not carry **tenure-track ranked** faculty status nonetheless continues to be a **tenure-track ranked** faculty member; however, **tenure-track ranked** faculty status is not thereby transferred to the administrative position.

The President may decide to allow an existing or new administrative position to carry **tenure-track ranked** faculty status. A proposal to incorporate **tenure-track ranked** faculty status into a new or existing administrative position must originate in the Academic Senate and be approved by the Provost before being considered by the President. If an administrative position is converted to an administrative position with **tenure-track ranked** faculty status, the incumbent at the time of conversion, if not already tenured as a faculty member, may be granted tenure and/or retreat rights at the discretion of the President (under the procedures described above for the granting of tenure and retreat rights to individuals assuming an administrative position with **tenure-track ranked** faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in Section 2.1.5 (Temporary Appointment of Administrator to Rank Only).

2.1.5 TEMPORARY APPOINTMENT OF ADMINISTRATOR TO RANK ONLY

- 1.
- 2.
3. Under this provision the position does not carry **tenure-track ranked** faculty status and does not confer retreat rights on the individual.

2.2.1 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 **tenure-track ranked** teaching elsewhere will be considered for tenure in the sixth year of appointment. The College will normally consider up to three years of other full-time **tenure-track ranked** teaching elsewhere and credit this toward the year of tenure consideration.

2.2.3.2 Retired Faculty Teaching Status

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

2.2.5 CREATION OF ADDITIONAL **TENURE-TRACK** FACULTY POSITIONS

Criteria for the creation of additional tenure-track positions under construction as of 7/1/18.

The Provost approves ~~faculty for contingent (pro rata) or tenure-track appointments in all Schools.~~

~~2.2.5.2 Tenure Track Faculty~~

~~When multiple part-time appointments totaling six or more courses are regularly made in a single department or program, a case should be made where appropriate for a full-time tenure-track faculty position by the Dean of the School to the Provost. It is the responsibility of the department to make a clear and cogent case for and to provide supporting materials and justification concerning the hiring of someone for such a full-time tenure-track position, especially when the appropriate terminal degree may not be the Ph.D.~~

2.3.1 SELECTION/APPOINTMENT OF ~~TENURE-TRACK RANKED~~ FACULTY

1. .
2. The department chair, in consultation with the ~~tenure-track ranked~~ faculty in the department or program and the Dean of the School, appoints a Search Committee, chaired, whenever possible, by a tenured faculty member.

2.3.4 SECTION 504, REHABILITATION ACT OF 1973: COMPLIANCE

Saint Mary's College operates in accordance with Section 504 of the Rehabilitation Act of 1973. Section 504 is a Civil Rights Statute that guarantees rights to qualified disabled individuals. The Admissions and Academic Regulations Committee **and the Graduate and Professional Studies Educational Policies Committee**, as advised by the Academic Support and Achievement Programs office, will review its requirements as needed in order to distinguish from what may be a carry-over of custom, past practice, or instructional habit, and explore and evaluate alternative approaches that are reasonable under the circumstances presented and under the law. The student should meet essential requirements of the program in some acceptable form. Employee inquiries concerning the law and compliance may be addressed to the Associate Vice President of Human Resources. The Coordinator for Compliance with Section 504 for students is located in the Office of Academic Support and Achievement Programs. A statement of policies and procedures for qualified disabled students is available in the Office of the **Assistant Vice Provost for Student Success**. ~~Dean for Academic Development.~~

2.4 EVALUATION OF ADJUNCT FACULTY

See **Article #14 Performance Evaluations of the Collective Bargaining Agreement—the CBA**

2.6.2.1.2 Promotion

Faculty members will be considered for promotion in the year in which they reach the top step for their rank. They may choose to apply one year before they reach the top step for their rank, or they may chose to defer consideration for promotion until the first or second year after they reach the top step of their rank. Faculty must be considered for promotion in one of those four years. If promotion is denied, any subsequent request for said promotion is at the option of the faculty member; the application must adhere to the procedure described in section 2.6.2.2.3 (Promotion and Tenure Reviews ~~(effective July 1, 2009)~~).

2.6.2.2.1 Interim Reviews Conducted by the Department/Program/School

- 1.
2. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not ~~tenured nor~~ on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with **at least** the tenured members of the department or program, to carry

out interim reviews. If no tenured faculty exist, then the Dean, after consultation with at least the members of department or program, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with preparing a thorough written review of the candidate's performance in each criterion area (see section 2.6.1 Statement on Criteria for Promotion and Tenure), which shall be provided to the faculty member and the Dean. A review shall include class visitations, formal consultation with other members of the department or program, including all ~~tenure-track ranked~~ members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In cases where the chairperson or program director, in formal consultation with ~~tenure-track ranked~~ members of the department or program, does not recommend reappointment, the Dean of the School shall review the case and send it on to the Rank and Tenure Committee along with his/her own written recommendation, as prescribed in procedure 5 below.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

- 1.
- 2.
- 3.
4. Form B is to be submitted by the candidate's department or program chair. Form B asks the candidate's department or program 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 a departmental recommendation. **In addition to the departmental evaluation contained in the Form B, individual members of the greater academic community—SMC administrators, faculty, or staff, or colleagues from external institutions—may also submit to the chair of the Rank and Tenure Committee to be placed in the candidate's Rank and Tenure file. Individual letters received from on-campus sources (e.g. current faculty or staff, emeriti faculty, current students, etc.) will be accessible to candidates undergoing review, along with the Form B, the dean letter, and the recommendation from the Student Rank and Tenure Committee. Individual letters received from off-campus sources (e.g. colleagues at other academic institutions) will not be accessible to candidates undergoing review.** The chairperson or program director submits Form B to the chair of the Rank and Tenure Committee, on or before September 15. Letters of evaluation by deans and other letters from peers are due on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year). Form B for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and letters by Deans and others on or before January 15.
5. The chairperson or program director is responsible for coordinating department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not tenured ~~nor on the Rank and Tenure roster~~, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with at least the tenured members of the department or program, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with coordinating a department or program review of the

candidate's performance in each criterion area (teaching, scholarship, service). A review shall include class visitations, formal consultation with other members of the department or program, including all **tenure-track ranked** members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a department or program recommendation on reappointment or termination. In addition, a department chairperson or director of a program is responsible for coordinating those interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see section 1.4.2.4.1 Departmental Organization).

6. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School (see section 1.4.2.2.1 Dean of the School). Unless requested by the Rank and Tenure Committee, a Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School. **The Dean's letter will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.**

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

4. A Dean of a School is responsible for promotion and tenure review at the School level for all faculty whose primary responsibilities lie in a department or program of that School. Unless requested by the Rank and Tenure Committee, a Dean of a School is normally not required to evaluate faculty whose primary responsibilities lie in a department or program outside the School, but who teach in the School. **The Dean's letter will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.**

2.6.2.2.4 Review of Department Chairperson or Program Director

When a department chairperson or program director is scheduled to have a promotion, tenure or interim review, the Provost, appropriate School Dean and that chairperson or director will consult and select a tenured faculty member, normally from that department or program, who will serve as chairperson for the purpose of the review of that department chairperson or program director as described in section 2.6.2.2.1 (Interim Reviews Conducted by the Department/Program/School), 2.6.2.2.2 (Interim Reviews Conducted by the Rank and Tenure Committee) and 2.6.2.2.3 (Promotion and Tenure Reviews ~~(effective July 1, 2009)~~).

2.6.2.3 Rank and Tenure Committee Procedures

[This section had formatting errors, which were fixed]

2. Confidentiality

- c. ~~The chairperson's or program director's letter and the Dean's letter setting forth their recommendations in a Rank and Tenure case will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.~~ The Dean, chairperson or program director, and the Rank and Tenure Committee shall not include or reference confidential materials from off-campus sources in the candidate's file in a manner which could reveal their existence or their source.

2.6.3 ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS

[This section was accidentally deleted from last year's Handbook]

2.8.4 TERMINATION OF AN APPOINTMENT BY THE COLLEGE

Termination of an adjunct appointment before the end of the contract will be done in accordance with Article #18 subsection I.B of the Collective Bargaining Agreement. The remainder of section 2.8.4 applies only to tenure-track faculty.

Termination of an **tenure-track** appointment with continuous tenure or of a probationary or temporary appointment before the end of a specified term, will be by the President (unless otherwise noted below) for adequate cause, as follows:

[The numbering in section 2.8.5 was not changed to 2.8.4 when the former section 2.8.4 was removed. It has been fixed.]

2.8.4.1 General Financial Exigency [Renumbered]

Termination may result because of a general state of financial exigency that threatens the survival of the College. In advance of a declaration of a state of general financial exigency, the President and the Vice President for Finance and Administration/~~Chief Financial Officer~~ will explain the financial state of the College, and will involve the faculty, including the Faculty Welfare Committee, in a discussion regarding what steps can be taken to avoid the declaration of general financial exigency by the Board of Trustees. Upon designation of a general financial exigency by the Board of Trustees an Ad Hoc Committee on Termination shall be appointed by the chair of the Academic Senate with the advice and consent of the Senate. The Ad Hoc Committee on Termination shall consist of **five** ~~six~~ tenure-track faculty members, one from each School, and the chair of the Academic Senate, who shall serve as a non-voting chair of the committee. The Ad Hoc Committee on Termination shall establish criteria for termination and shall identify those to be terminated. Any faculty member identified as one to be terminated has the right to a review hearing. Every effort will be made to place the faculty member in another position in the College for which the person is qualified. In such circumstances the Provost, **Vice President for Finance and Administration** ~~Chief Financial Officer~~, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded. If, during a three-year period the position is reopened, the terminated faculty member will have the option of assuming his/her former position.

2.8.4.2 Discontinuance of an Academic Program or Department not Mandated by General Financial Exigency[Renumbered]

The decision to discontinue an academic program or a department where there are tenured or tenure-track faculty not covered by a state of financial exigency shall be based on educational considerations. The Undergraduate Educational Policies Committee (or the Graduate and Professional Studies Educational Policies Committee if the program falls under their jurisdiction) shall examine the evidence presented by the Dean of the School in which the program or department resides and shall recommend action to be taken by the Academic Senate. The program or department may not be discontinued until such a recommendation is approved by the Academic Senate and the Provost according to established procedures (see section 2.8.4.2.2 Process for Discontinuance of an Academic Department or Program). If a tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by another tenured faculty member. Similarly, if a tenure-track, non-tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by a tenure-track or tenured faculty member. If, during a three-year period, the department or program is reopened, the terminated faculty members, in order of their

College employment seniority, will have the option of assuming their former positions during the first year the program or department reopens. A faculty member may request a formal review hearing by an ad hoc faculty committee appointed by the Academic Senate regarding his/her reassignment. In such circumstances the Provost, **Vice President for Finance and Administration** ~~Chief Financial Officer~~, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded.

2.8.4.2.2 Process for Discontinuance of an Academic Department or Program [Renumbered]

2. Proposals for discontinuing a department or program are to be submitted in writing to the Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee 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 Academic Affairs** ~~for that program~~, (2) the **appropriate** 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 or b) recommendation against discontinuance.~~ **either a) a recommendation for or against discontinuance or b) recommendation against discontinuance.**

2.8.4.4 Failure to Observe Conditions for Leave of Absence or Sabbatical [Renumbered]

2.8.4.5 Unfitness [Renumbered]

Unfitness to perform in a professional capacity will constitute cause for termination. Unfitness includes, but is not limited to, incompetence, dereliction of duty, transgression of academic freedom (section 2.9.1 Academic Freedom and Responsibility), violation of law directly interfering with the performance of one's faculty responsibilities (e.g., failure to comply with the College's non-discrimination policies), and immoral conduct in the performance of his/her duty. The faculty member's department chair, appropriate ~~Academic~~ Dean, or the Provost will present a case for termination to the Grievance Committee. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The Provost will render his/her decision whether or not to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the Provost will set out his/her reasons. The decision of the Provost may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

2.9.3.1 Policy Prohibiting Discrimination, Harassment (Including Sexual) and Retaliation

Saint Mary's College Title IX Coordinator (**interim**):

Jane Camarillo, Vice Provost for Student Life

jc11@stmarys-ca.edu

(925) 631-4235

~~Eduardo Salaz, Associate Vice President of Human Resources~~

~~els3@stmarys-ca.edu~~

~~925-631-4212~~

Title IX Officer Deputy Coordinator:

Evette Castillo Clark, Dean of Students

ecc4@stmarys-ca.edu

925-631-4238

2.9.3.1.1 Retaliation and/or Violation of Interim Protections

Retaliation is a violation of College policy and may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to the Castillo Clark, Dean of Students (Title IX Deputy Coordinator) when the individual alleged to have engaged in retaliation is a student or student visitor, or to **Jane Camarillo, Vice Provost for Student Life**, ~~Eduardo Salaz, Associate Vice President of Human Resources~~ (Title IX Coordinator) when the individual alleged to have engaged in retaliation is an employee (faculty and staff) or visitor to the College (e.g., contractors, vendors, or non-student guests).

2.9.3.1.2 Complaint and Reporting Procedures and Resources for Addressing Incidents of Discrimination, Harassment, Including Sexual, and Retaliation (Title IX – Sexual Assault Reporting Process)

Complaints of discrimination, harassment, including sexual harassment or sexual assault, and/or retaliation that involve employees (faculty and staff) or visitors to the College (e.g., contractors, vendors, volunteers or non-student guests) should be reported promptly to:

Saint Mary's College Title IX Coordinator or designee:

Jane Camarillo, Vice Provost for Student Life

jc11@stmarys-ca.edu

(925) 631-4235

~~Eduardo Salaz, Associate Vice President of Human Resources~~

~~els3@stmarys-ca.edu 925-631-4212~~

In the case of an emergency, contact:

Public Safety Department: 925-631-4282

(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

Campus Resources

- SMC Sexual Assault Crisis Response Team: 925-878-9207
- Campus Assault Resources & Empowerment (CARE): 925-631-4193
- Advocacy, support, information, and resource referral (Mitty Hall, Ground Floor)
- Dean of Students (Title IX Deputy): 925-631-4238
- Information about the discipline process & list of advisors (Ferroggiaro Hall 200)
- Public Safety Department: Emergency: 9-1-1 OR 925-631-4282
- General Information/Administration: 925-631-4052
- Counseling Center: 925-631-4364
- Confidential Counseling services, support and information (Augustine Hall, Ground Floor)
- Health and Wellness Center: 925-631-4254
- Medical and information resource (Augustine Hall, Ground Floor)
- Title IX Coordinator: 925-631-~~4212~~ **4235**
- Coordinator of Community Life: 925-631-4238
-

[Previous policy deleted and replaced.]

2.9.3.2 **Consensual Sexual or Romantic Relationship Policy** ~~Amorous Relationships Policy~~

Overview

This policy highlights the risks in sexual or romantic relationships in the Saint Mary's College of California workplace or academic setting between individuals in inherently unequal positions; prohibits certain relationships between teachers and students; and requires recusal (from supervision and evaluation) and notification in other relationships.

1. In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the college context, such relationships include (but are not limited to) teacher and student, supervisor and employee, faculty at different ranks including adjunct faculty, mentor and trainee, adviser and advisee, teaching assistant and student, coach and athlete, and individuals who supervise the day-to-day student living environment and their students.

Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Further, these relationships are often less consensual than the individual whose position confers power or authority believes. In addition, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a sexual or romantic involvement, this past consent does not remove grounds for a charge of inappropriate behavior based upon subsequent unwelcome conduct.

Such relationships may also have unintended, adverse effects on the climate of an academic program or work unit, thereby impairing the learning or working environment for others – both during such a relationship and after any break-up. Relationships in which one party is in a position to evaluate the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or simply creates a perception of these problems. Additionally, even when a relationship ends, there may be bias (even if unintentional) for or against the former partner, or there could be an ongoing impression of such bias; in other words, the effects of a romantic or sexual relationship can extend beyond the relationship itself.

Since these relationships can occur in multiple contexts on campus, this policy addresses certain contexts specifically below. However, the policy covers all sexual and romantic relationships involving individuals in unequal positions, even if not addressed explicitly in what follows.

2. With Students

In the Lasallian tradition, the teacher-student relationship is a sacred one; it lies at the heart of the College's educational mission and its integrity must be maintained. The teacher's influence and authority can extend far beyond the classroom and into the future, affecting the academic progress and careers of our students.

Accordingly, the College expects teachers to maintain interactions with students free from influences that may interfere with the learning and personal development experiences to which students are entitled. In this context, teachers include those who are entrusted by Saint Mary's to teach, supervise, mentor and coach students, including faculty of all ranks, adjunct faculty and academic advisors. The specific policies on teachers outlined below do not apply to Saint Mary's students (undergraduates, degree completion programs, and graduate/professional) who may at times take on the role of teachers or teaching assistants, policies for whom are addressed in a separate section below.

As a general proposition, the College believes that a sexual or romantic relationship

between a teacher and a student – even where consensual and whether or not the student is subject to supervision or evaluation by the teacher – is inconsistent with the proper role of the teacher.

Consequently, the College has established the following parameters regarding sexual or romantic relationships with Saint Mary’s students:

First, because of the inherent vulnerability of traditional undergraduates¹ in such relationships, sexual or romantic relationships between teachers and traditional undergraduate students are prohibited regardless of current or future academic or supervisory responsibilities for that student.

Second, whenever a teacher has had, or in the future might reasonably be expected to have, academic responsibility over any student in a graduate or professional studies or certificate program, such relationships are prohibited.

No teacher shall exercise academic responsibility over any student with whom they have previously had a sexual or romantic relationship. “Academic responsibility” includes (but is not limited to) teaching, grading, mentoring, advising on or evaluating research or other academic activity, participating in decisions regarding funding or other resources, and recommending for admissions, employment, fellowships or awards.

Third, because certain staff (including and not limited to deans and other senior administrators, coaches, supervisors of student employees, and Resident Directors, as well as others who mentor, advise or have authority over students) also have broad influence on or authority over students and their experience at Saint Mary’s,

sexual or romantic relationships between such staff members and traditional undergraduate students are prohibited. Similarly, relationships between staff members and any students in a graduate or professional studies program over whom the staff member has had or is likely in the future to have such influence or authority are prohibited.

Pre-existing sexual or romantic relationships between faculty/staff and students are not prohibited by this policy. However, in the case of such a pre-existing sexual or romantic relationship, the employee must both recuse themselves from any supervisory or academic responsibility over the student, and notify their supervisor, department chair or dean about the situation so that adequate alternative supervisory or evaluative arrangements can be put in place. This obligation to recuse and notify exists for past as well as for current relationships.

Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy.

3. Between Students (Student Teachers, Teaching Assistants (TA), Resident Advisors (RA), and Graders) Many existing policies govern student responsibilities towards each other (e.g. see [Student Handbook](#) or RA/TA agreements). This policy applies when undergraduate or graduate/professional students or post-doctoral scholars are serving in the teaching role as teachers, TAs, graders, RAs or research supervisors. The policy does not prohibit students from having consensual sexual or romantic relationships

¹ Traditional undergraduate students include all undergraduates except those in degree completion programs like BALOS and LEAP.

with fellow students. However, if such a relationship exists between a student teacher and a student in a setting for which the student teacher is serving in this capacity, they shall not exercise any evaluative or grading functions for that student.

The student teacher must notify their supervisor so that alternative evaluative or oversight arrangements can be put in place.²

Failure to notify a supervisor of past and current relationships and to recuse in the case of a current relationship in this situation will be subject to discipline under the Student Handbook codes of conduct.

There are certain circumstances in the context of student teachers where recusal can be complicated (e.g. SI/T leader). For these circumstances, the faculty or staff supervisor, upon notification from their student teacher, would be responsible to ensure impartiality in the evaluative or supervisory roles played by student teachers toward a student in their course with whom they have a current sexual or romantic relationship.

4. In Other Contexts

Consensual sexual or romantic relationships between adult employees (including faculty) are not in general prohibited by this policy. However, relationships between employees in which one has direct or indirect authority over the other are always potentially problematic. This includes not only relationships between supervisors and their staff but also between faculty of different ranks/adjuncts, between faculty of different ranks/adjuncts and academic/non-academic staff, and so forth. This concern exists even where the employees are in a pre-existing relationship, marriage or domestic partnership.

Where such a relationship develops, the person in the position of greater authority or power must recuse themselves from any direct supervisory or evaluative function over the other person in the relationship and must, in any situation of direct or indirect authority, notify their supervisor, department chair, dean or human resources manager, so that person can ensure adequate alternative supervisory or evaluative arrangements are put in place.³

The obligation to recuse and notify exists for past as well as for current relationships.

Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy.

The College has the authority to take reasonable steps necessary or appropriate to carry out this policy, including transferring either or both employees to minimize disruption of the work group.

5. Additional Matters

If there is any doubt whether a relationship falls within this policy, individuals should

² It is not the responsibility of the supervisor to search out such sexual and romantic relationships between student teachers and their students but it is the responsibility of the supervisor to ensure that appropriate steps are taken when such relationships are made known to them.

³ Because of the varied ways in which faculty evaluate the work of other faculty, e.g. UEPC review of new course proposals, recusal may be infeasible in all situations. However, recusal is always required in situations of direct supervision (e.g. chair to faculty member in the department), and notification is required in all circumstances.

disclose the facts and seek guidance rather than fail to disclose. Where the relationship among the individuals is that of marriage or domestic partnership, this policy will not prohibit the relationship, however all other conditions and procedures addressed in this policy will apply. Questions may be addressed to your supervisor or cognizant dean or to the Title IX Coordinator or the Associate Vice President for Human Resources. In those situations where it is programmatically infeasible to provide alternative supervision, academic responsibility and/or evaluation, the cognizant dean, director or supervisor must approve all (as applicable) academic responsibility, evaluative and compensation actions.

Employees who engage in sexual or romantic relationships with a student or other employee contrary to the guidance, prohibitions and requirements provided in the policy are subject to disciplinary action up to and including dismissal, depending on the nature of and context for the violation. They will also be held accountable for adverse consequences that result from those relationships.

The procedures for investigating alleged violations of the Consensual Sexual or Romantic Relationships policy and the sanctions for violations of this policy are the same procedures and sanctions for violations of the Title IX Policy and other nondiscrimination College policies.

This Policy applies to all students (undergraduate, graduate and professional, degree-completion, and certificate), faculty of different ranks, salaried adjunct and per-course adjunct faculty, staff and others who participate in Saint Mary's College of California programs and activities.

Definition of Amorous Relationships

~~Amorous relationships are those romantic or sexual relationships to which both parties appear to have freely consented. When such a relationship involves a power differential between two members of the College community, it is of concern to the College, and such relationships should be avoided due to:~~

- ~~1. The potential conflict of interest that arises when an individual supervises, evaluates, coordinates, directs, advises, hires, terminates, instructs, promotes, or grants pay raises or other benefits to another person, or provides professional services (e.g., counseling) to another individual with whom that person has an amorous relationship.~~
- ~~2. The potential for unintended consequences that results because these types of relationships may develop or exist solely as a result of the power differential, which may or may not involve sexual harassment as proscribed by the College's policy prohibiting sexual harassment (see section 2.9.3.1 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).~~

~~2.9.3.2.1 Policy~~

~~The College discourages amorous relationships where there is a power differential between the parties or where the potential exists for such a power differential in the foreseeable future. Three examples of relationships involving power differentials are:~~

- ~~1. That between teacher and student (including, e.g., those involved in formal instruction, advising and tutoring);~~
- ~~2. That between employee and supervisor;~~

3. ~~That between the provider and recipient of educationally-related College or College-related services (including those involved in counseling, student services such as registration and financial aid, and athletic coaching);~~

~~This list is not all-inclusive.~~

~~Of special concern to the College are amorous relationships initiated between a faculty member and a student while the former is instructing, advising or mentoring the latter. Such circumstances pose extraordinary risks of compromising or appearing to compromise the College's central mission and of breaching the faculty's commitment to the welfare of its students. Hence, the College expects faculty members to refrain from initiating or participating in such a relationship.~~

~~2.9.3.2.2 — Procedures~~

~~If an amorous relationship exists or develops between individuals having a power differential within the College, the person with greater power shall report it to an appropriate supervisor or to the Associate Vice President of Human Resources. The supervisor or the Associate Vice President shall make suitable arrangements:~~

1. ~~To ensure the objective evaluation of that person's performance and~~
2. ~~To protect affected individuals and the integrity of the College's functioning.~~

~~Confidentiality is to be maintained in this process.~~

~~2.9.3.2.3 — Other Considerations~~

1. ~~Employees engaged in conduct of the type described in this policy may also violate the College's policy prohibiting sexual harassment.~~
2. ~~In addition, all teachers, supervisors, and other employees should understand that there are substantial risks even in consenting amorous relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. A teacher's or supervisor's protection under applicable law and representation by counsel retained by the College at the College's expense may not apply because such relationships may be outside the scope of one's employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to establish where a power differential exists. Even relationships in which there is not direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student's or employee's instruction or evaluation.~~

~~2.9.3.2.4 — Sanctions~~

~~The procedures for investigating alleged violations of the College's Amorous Relationship Policy and the sanctions for violations of this policy are the same as the procedures and sanctions for violations of the College's Non-Discrimination (Sexual Harassment) and Retaliation Policies.~~

2.9.3.4 The Clery Act and Campus Sex Crimes Prevention Act Notices

The Security Report is available in the following ways:

- electronically: <http://www.stmarys-ca.edu/2013-security-and-fire-safety-report-and-college-safety-information>

<https://www.stmarys-ca.edu/sites/default/files/attachments/files/2017ASAFR.pdf>

[All of 2.9.3.6 is new as of 2018]

2.9.3.6 Policy on Safety and Protection of Minors

Saint Mary's College is committed to protecting the safety and wellbeing of all visitors to our campus, especially minors. This policy applies to all college departments and organizations, Athletics and other summer camps, instructional programs and any other organized activities where minors participate, including those that involve overnight housing in the residence halls as well as daily activities. All faculty, staff, students, volunteers and third party contractors who work with minors on campus are responsible for their protection in compliance with both Saint Mary's College policy and all relevant laws governing child abuse and neglect. Failure to comply with this policy may lead to disciplinary sanctions.

Definitions

Minor: anyone under 18 years of age, excluding enrolled SMC students who have attained the age of 17 prior to enrollment.

Child abuse: serious endangerment of a child's physical or mental health due to injury by act or omission, including acts of sexual abuse.

Minors Not Participating in College-related Programs and Activities

Unless they are participating in an organized program or activity designated for minors, Saint Mary's College is not designed to accommodate minors. Minors should not be on campus unsupervised. The Office of Public Safety will be notified of unattended minors.

Requirements for College-related Programs and Activities Where Minors Participate

1. Campus sponsored youth programs include but are not limited to day camps, overnight camps, clinics, instructional programs and sports camps. Designated program or activity sponsors are responsible for identifying the names, ages and headcounts of minor attendees. A parent or guardian must sign a program-specific waiver before each minor can participate, as well as provide emergency contact information and emergency medical treatment authorization and release forms. Authorization for sports-specific physical requirements, equipment safety, and use of facilities (including pools) must be included.
2. Programs and activities sponsored by a third party must properly register with the Office of Conference Services by submitting a Campus Facility Use Agreement (conferences@stmarys-ca.edu; (925)631-4156). Designated program or activity sponsors are responsible for identifying the names, ages and headcounts of minor attendees.
3. All activity and programs sponsors are required to provide names and contact information for all adult staff, students, faculty, volunteers or third party contractors who work with minors. Each must complete a criminal background check before they are authorized to participate in college-related programs or activities. Each must complete an online training course for working with minors before the program or activity begins. The course addresses how to recognize, prevent and report sexual misconduct.
<http://link.brightcove.com/services/player/bcpid3476195646001?bckey=AQ~~,AAAJwvmNe k~,uv3gG8S9SI7elEduCKQOwrhf7Vv7ehS-&bctid=4286060740001>
4. Every program must meet the minimum appropriate staffing ratio of adults to minors as follows:
 - a. For participants age 6-8 years, 1 staff for every 8 day participants;
 - b. For participants age 9-13 years, 1 staff for every 10 day participants. SMC does not permit overnight campers under the age of 13; and
 - c. For participants age 14-17, 1 staff for every 12 day participants and every 10

overnight participants.

5. All staff, students, faculty, volunteers or third parties who work with minors are required to immediately report any suspected inappropriate behavior, molestation, abuse or neglect of minors to the campus Office of Public Safety at (925) 631-4282.

2.10.1.1 Definition

Sabbatical leaves provide a 3/6ths reassignment from teaching, which may be taken during either a half-year or a full-year. The calendar parameters for sabbaticals shall be the regular academic year as determined by the undergraduate calendar. Faculty teaching on the undergraduate calendar shall receive the reassignment during a long semester, including January Term if desired. For faculty teaching on an academic calendar different from the traditional academic calendar, all efforts shall be made to provide the equivalent time free from service as that granted to **those who teach solely on the traditional undergraduate calendar.** ~~faculty.~~

2.10.2 FACULTY DEVELOPMENT FUND AWARDS

The Faculty Development Fund provides awards to individual undergraduate and graduate faculty for activities related to scholarly professional development, e.g., scholarly research, participation in scholarly conferences or workshops, and attendance at conferences, courses, or workshops directly related to the improvement of teaching or development of new courses. All **tenure-track ranked** faculty are eligible for funding (excluding professors emeriti). Faculty on reduced services or sabbatical are eligible. Reasonable support is available for Adjunct Faculty (~~see section 2.2.4.2 Adjunct Faculty~~) in financing their faculty development activities so as to optimize their ability to compete in a national search.

~~The Faculty Development Fund Committee (1.7.3.9), whose members are the Director of Faculty Development (chairperson), and faculty representatives from each School, meets monthly (September through May) to consider applications for awards. Faculty should apply as early as possible prior to the date of the planned activity. More detailed information, guidelines, and applications are available in the Academic Affairs office and can be printed off the Faculty Development webpage (under Academics/Faculty). [Moved to 1.7.3.9 – the Faculty Development Fund Committee]~~

2.11.1 WORKLOAD FOR **TENURE-TRACK RANKED** FACULTY

In accepting a letter of intent or contract, each **tenure-track ranked** faculty member agrees to the following rules regarding workload:

- 1.
- 2.
3. The full-time teaching load for **tenure-track ranked** faculty is set by the Board of Trustees. The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually." Normally, this translates into six full courses in the traditional undergraduate curriculum.
4. **Tenure-track Ranked** faculty are obligated to accept teaching assignments for which they are qualified, as assigned by the College.
5. **Tenure-track Ranked** faculty will post and hold a reasonable number of office hours to accommodate the schedules of students and advisees. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.

6. **Tenure-track ranked** faculty are expected to attend departmental and committee meetings, ~~general Academic Senate meetings~~, Commencement, and other special convocations.
7. **Tenure-track ranked** faculty are also expected to assume various other duties related to their role as faculty. Such duties may include student advising, supervision of independent studies, service on School and College committees, instruction substitution for faculty colleagues, participation in student recruiting events, etc. If a faculty member, chair, or Dean perceives that the number of such duties in the aggregate is unreasonable, they should discuss this matter with the appropriate party to determine if an adjustment in the person's workload is warranted. In the case of instruction substitutions in excess of one week, following review and approval of the appropriate Dean and the Provost, substituting faculty will be compensated at a rate to be determined in prior consultation with the Human Resources office.

2.11.2 WORKLOAD FOR NON TENURE-TRACK FACULTY

~~Section eliminated.~~ Topic covered by the CBA.

2.11.3 ACADEMIC ADVISING

Saint Mary's College recognizes that guidance and education are inseparable, and considers academic advising to be an extension of the teaching responsibilities of its faculty. Accordingly, all full-time faculty members are **expected to engage in the work of student advising** ~~assigned a group of advisees~~. Faculty advisors are supported by the Office of Academic Advising and Achievement. Advisors are expected to make themselves available to these advisees on a regular basis and should familiarize themselves with the academic requirements of the College and its departments to assist students in formulating short- and long-term goals. All faculty are responsible for making themselves available to offer advice to students in their classes. As a faculty advisor, a faculty member is responsible for academic program planning, referral of advisees to other sources of assistance when appropriate, and making contact with students in academic difficulty when receiving notification from the Office of Academic Advising and Achievement. The promotion and tenure process takes student advising into consideration.

2.12.4 ASSIGNMENT OF OFFICES

Assignment of offices to the faculty is done by the Deans of the Schools **and the Dean of the Core**. Questions concerning this matter should be addressed to the Deans.

2.12.6 OFFICE SUPPLIES

College letterhead, stationery, office supplies and other materials are available from the School secretaries and/or administrative assistants. Any major supply items must be ordered on a Purchase Order (~~available in the Office of the Dean of the School~~) signed by the department chairperson.

2.13.2.3 Scholarly Leave of Absence [*Renumbered*]

2.14.3 HEALTHCARE

The College provides comprehensive benefits for full-time **tenure-track ranked** faculty (those teaching 6 or more courses per academic year) which allows the individual to choose the appropriate programs and levels of coverage under the available health, dental and vision plans.

Faculty may choose between the following programs:

Health Insurance:

~~United Healthcare (HMO and High Deductible)~~

Health Net, Incorporated

~~Kaiser Permanente Health Maintenance Organization (HMO and High Deductible)~~

Dental Insurance:

~~Delta Dental~~

~~PMI DeltaCare~~

Vision Insurance:

~~Vision Service Program~~

2.14.4 GROUP TERM LIFE INSURANCE

All ~~tenure-track ranked~~ **tenure-track** faculty teaching 6 or more courses per academic year are covered by group term life insurance. Coverage begins on the first day of the month following 30 days of employment. Benefits are computed at one times the employee's salary, to a maximum of \$150,000. At age 70, benefits are reduced to 65% of the salary, and, at age 75, amounts are reduced to 50% of the salary. The full cost of coverage is paid by the College. Eligible employees may also purchase optional additional amounts of life insurance at group rates determined by the carrier.

2.14.5 ACCIDENTAL DEATH AND DISMEMBERMENT/TRAVEL ASSISTANCE

All ~~tenure-track ranked~~ **tenure-track** faculty teaching six or more courses are eligible to participate until age 70. In cases of accidental death or dismemberment, benefits will be payable based on a schedule in addition to term life insurance benefits. Employees who are eligible for full-time benefits are also eligible for travel assistance when traveling, whether for business or pleasure. The cost of both the accidental death and dismemberment and the travel assistance plan are paid by the College.

2.14.7 RETIREMENT

1.

2. TIAA Retirement Plan. All ~~Tenured or Tenure-Track~~ **tenure-track** faculty meeting and completing plan eligibility requirements are eligible to participate in the retirement plans. Plan descriptions, options and eligibility requirements are available through The Human Resources Office.

2.14.11.1 Athletic Facilities

Faculty and staff members may use designated athletic facilities. **The Alioto Recreation Center is available for those who have a membership.** Contact the Assistant Director for Athletics and Recreational Sports for hours of availability and further information.

2.14.11.2 Dining Facilities and Lounges

During the academic year, the ~~Faculty/Staff Roncalli~~ **Faculty/Staff** dining room is available for faculty to purchase lunch. Faculty are welcome to eat this purchased food, or lunch brought from home, ~~in the Roncalli dining room or the Faculty/Staff Lounge. The latter is located at the end of the hall behind Roncalli.~~ Tea and coffee service are available ~~in the lounge, as well as a microwave oven and refrigerator. Informal gatherings may be held here, but the room cannot be reserved for any one particular group.~~

Faculty may also purchase meals in Oliver Dining Hall (the student dining room); **and** in Café Louis, ~~or in the Food Court.~~ The Oliver Dining Hall provides a large assortment of

items for one price at the door, and Café Louis and the Food Court offer selections on an a la carte basis. During the January term, holidays, and summer months, these facilities are available on a limited basis. ~~Modified hours of operation are posted at the site, as well as included in SMC Online Magazine.~~

2.14.14 ENVIRONMENTAL HEALTH AND SAFETY *[moved to 2.12.8]*

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

~~7 The Faculty Welfare Committee each~~ **Each year the aforementioned Task Force** shall provide to the College community a comparison of current Saint Mary's faculty salaries with the salary goals as listed above.

2.15.2 SALARY SCALES FOR TENURED AND TENURE TRACK FACULTY
SAINT MARY'S COLLEGE
TENURED AND TENURE TRACK FACULTY SALARY SCALE
2018-2019 2015-2016

Step	Assistant I	Assistant II	Associate I	Associate II	Professor
1	62,859	66,487	77,650	82,123	104,502
2	64,742	68,481	79,980	84,588	106,592
3	66,685	70,527	82,379	87,124	108,723
4	68,685	72,643	84,850	89,739	110,898
5	70,747	74,822	87,397	92,431	113,116
6	72,869	77,066	90,018	95,204	115,378
7					117,686
8					120,040
9					122,441
10					124,890

Step	Assistant I	Assistant II	Associate I	Associate II	Professor
1	60,417	63,905	74,634	78,935	100,444
2	62,229	65,822	76,874	81,303	102,453
3	64,095	67,788	79,180	83,741	104,501
4	66,018	69,822	81,555	86,254	106,591
5	68,000	71,916	84,003	88,842	108,724

6	70,039	74,073	86,522	91,507	110,898
7					113,116
8					115,379
9					117,686
10					120,040

2.16 TENURED AND TENURE TRACK FACULTY GRIEVANCE

For the grievance process governing bargaining unit faculty members, see Article #19: Grievance and Arbitration of the Collective Bargaining Agreement.

3.1.2 LETTER GRADES

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

3.1.7 CREDIT-HOUR POLICY

Saint Mary's College of California follows federal guidelines that measure for all courses and programs the amount of time students engage in coursework dedicated to achieving intended learning outcomes.

Standard Policy

In order to receive one hour of credit for one semester or trimester course, students will engage in approximately 750 minutes of contact time with the instructor of record and approximately 1500 non-contact minutes. **A standard 1 credit course at Saint Mary's is equivalent to approximately 3.5 credit-hours.**

3.2.1 ACADEMIC CALENDAR

The college constructs and keeps a rolling five-year academic calendar. This includes the start and end dates for each of the various semesters, terms, and quarters taught at the college, the academic and non-academic holidays, and other important events (e.g. Commencements). The Vice Provost for Undergraduate Academics and Vice Provost for Graduate and Professional Studies are responsible for the creation and maintenance of the academic calendar. Each year the Vice Provosts present an updated five-year academic calendar to the Academic Senate who review and approve the fifth year.

The specifics of the calendars for each program, whether undergraduate, graduate or professional, depends in part on the nature of the program. All calendars will respect the non-Academic holidays of the college (as determined by the Director of Benefits in Human Resources), the Credit-Hour Policy (see 3.1.7 Credit-Hour Policy), and the academic holidays and guidelines adopted by the Academic Senate.

[approved by Academic Senate in 2017-18, previously inserted by mistake]

3.2.2 UNDERGRADUATE SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student's permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar's office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College *Catalog*. Petitions ~~forms~~ for the above ~~are available in the Registrar's office and~~ are subject to approval by the Registrar.

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, technologies, and staff. **It also houses the Information Technology Service's Center for Teaching and Learning: EdTech and their drop-in Tech Bar. A summary of Library services to support faculty teaching and research can be found on the Library's home page under Services and Support: Faculty Services.** ~~which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum.~~

~~Access to text, images, and data on the Internet is enhanced by the library's Website (<http://www.stmarys-ca.edu/library>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times (also available online). In addition to individual media stations, the Library offers three group study/media rooms and the Wildenradt Theater.~~

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of **information, scholarly resources, and data. Librarians, in consultation with faculty, will develop specialized and advanced library/research skills workshops or assignments that teach information literacy and support your course learning outcomes. Contact your subject librarian to learn more** ~~a variety of library and worldwide information resources, which include traditional print sources, networked electronic resources, and the Internet.~~

~~In addition to the basic-level library instruction sessions provided to all students in the English Composition program librarians, in consultation with faculty, provide specialized and advanced library instruction and/or assignments that provide information literacy and support course learning outcomes.~~

~~Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for your department.~~

3.3.1.2 Faculty Research Assistance

Your subject librarian can help you with identifying and finding materials for your research and with information you may need as you prepare your promotion/tenure review materials. If you need an answer fast, get individualized, personal research assistance seven days a week from a professional librarian. No appointment is necessary. For more information, go to <http://www.stmarys-ca.edu/library/ask-us>.

~~In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, contact the librarian subject selector for your department or the Coordinator of Reference Services.~~

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley and the **Graduate Theological Union Library**. See the **Library's Privileges** page <https://www.stmarys-ca.edu/library/services-and-support/borrowing-policies/accounts-and-privileges>.

~~the John F. Kennedy University Library in Pleasant Hill. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College (available from your Dean) and photo I.D. In addition,~~ **Most libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, allow the public to use materials on-site. For questions or assistance with privileges at a particular institution not discussed above, contact the Library's Head of Access Services** ~~generally provide public in-house access to their collections. Contact the Head of Access Services for more information.~~

3.3.1.5 Interlibrary Loan Borrowing and ~~Document Delivery Retrieval~~

Request books, films, and articles from other libraries across the nation or have material delivered to your home or office. Inquire at the Service Desk or see <https://www.stmarys-ca.edu/library/interlibrary-loan>. ~~Books, videos, and articles which are not available in the Saint Mary's Library may be requested using our Link+ service and are generally received within three to four days of request. Books and articles not available from Link+ may be requested from ILLiad, our Borrowing service. Articles are received within days, but books may take two or three weeks, depending on the lending institution. Scanned copies of articles or book chapters available in our collection (Document Delivery) may also be requested using ILLiad. There is no charge to faculty for this service.~~

3.3.1.7 Collections and Circulation Policies

The Library supports faculty teaching and research and student learning. We purchase and license a wide range of materials--books (fiction and nonfiction), journals, newspapers, databases, films, DVD's, streaming media and other scholarly and general resources. Many items are electronic and available remotely. The Library has national and international cooperative lending/borrowing relationships and can get most materials within a week. Faculty can have materials delivered to their offices or scanned copies sent to an email address.

Special Collections are both print and electronic and include the Library for Lasallian Studies, the Newman Collection and other historical research collections. See <https://www.stmarys-ca.edu/library/about-the-library/special-collections>.

Most materials may be borrowed by faculty for a semester, subject to recall if needed by another Saint Mary's borrower. Some materials, particularly those borrowed from other libraries, have different loan rules. Faculty may renew material up to three times, either in person, by phone, or online using *Albert*, the Library's online catalog under "My Account". When material is overdue, faculty will receive an email courtesy reminder. If not renewed or returned, the material will be considered lost and faculty will be billed replacement costs. Please see the **Borrowing Policies** page for more information <https://www.stmarys-ca.edu/node/175586>.

~~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 up to three times, either in person, by phone, or online using ALBERT, the Library's online catalog and circulation system. When material is overdue, faculty will receive an email 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 **Textbook and Course Reserve Service**

Material that is required or recommended for class, or is otherwise in high demand may be added to the Textbooks on Reserve or the Reserve collections. For details about processing time, copyright restrictions, and loan periods, come to the Library's Service Desk or go to <http://www.stmarys-ca.edu/library/using-the-library/reserves>.

Upon request by faculty, ~~Access Services~~ ~~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 of bound materials only~~ may be placed on Reserve at the ~~Service~~ ~~Circulation~~ Desk. Placing items on Reserve ensures ~~that~~ students will have equitable access to this material. The physical Reserves ~~are~~ 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," or from the Library's web page under "Services for Faculty."~~ Electronic reserve items (ERes) are available 24/7/365.

3.3.1.10 **Digital Commons**

Saint Mary's College of California Digital Commons is an Institutional Repository service managed by the Library that provides an electronic repository for academic, scholarly, and creative works, administrative documents, electronic journals, and other content produced by and for the Saint Mary's community. Digital Commons currently houses the Undergraduate Course Catalog, as well as the Faculty, Staff, and Student Handbooks. See: <http://digitalcommons.stmarys-ca.edu/>.

3.3.1.11 **College Archives**

The Saint Mary's College Archives collects, preserves, and provides access to records, publications, and other documents pertaining to the history of the College to serve the research needs of the College community and the public. The Archives collections include documents dating from the founding of the College in 1863 in San Francisco, through its relocation to the "Brickpile" campus in Oakland in 1889, to its move to the Moraga campus in 1928 and up to the present. For more information, contact the Archivist at: archives@stmarys-ca.edu.

4.1.1 ROOM RESERVATIONS

Reservation of campus facilities (with the exception of classrooms and athletic facilities) is done through the Events and Conferences department. ~~Reservations must be done on an *Internal Facility Reservation Request* form available from that department or on SMCnet.~~ There is a distinction between College-sponsored and College-hosted events:

4.2 ADMINISTRATIVE SERVICES

4.2.1 DUPLICATING SERVICE

The Saint Mary's Print Shop (Duplicating Center) **provides** ~~is located behind St. Joseph Hall. Included among the services provided by the shop are~~ printing, copying, collating, folding, stapling, hole punching, binding, and other related work. Envelopes, stationery, and carbon-less forms can also be done. The shop is open not only to the College personnel and students but to the general public as well. A copier which can reduce and collate is available for general public use.

~~4.2.3 INFORMATION OFFICE~~

~~The Information Office (switchboard), located in Filippi Hall, has addresses and phone numbers for faculty and students. The Registrar's office has this information for all students. At present, there is no procedure to send written material to an on-campus student other than by U.S. mail or by delivering it to his/her room.
[The remainder of 4.2 has been renumbered]~~

~~4.2.6 FACSIMILE TRANSMISSION~~

~~Faculty who wish to send or receive a document via facsimile should refer to the campus telephone directory for a list of current office FAX numbers.~~

4.2.7 INFORMATIONAL SERVICES [RENUMBERED]

4.2.7.1 Events and Conferences Weekly Calendar/Master Events Calendar

~~The *Events and Conferences Weekly Calendar* is a published listing of events and activities to be held during a given week at the College. It is distributed on Friday afternoon to critical campus offices (i.e., Public Safety, Residence Life, Buildings and Grounds) for the following week (Monday-Sunday).~~

The *Master Events Calendar*, available on the College Web site ~~or on SMCnet (Calendars and Events)~~ can be used as a guide for scheduling events and speakers in such a way as to keep events from competing for audiences and parking spaces, and to help maintain a manageable traffic flow. Information to be included on this listing should be submitted via the "Internal Facility Reservation Form" at least two weeks in advance. No events should be planned or booked prior to receiving written confirmation from the Events and Conferences department.

~~4.2.9.2 Update~~

~~*Update*, the College's official publication, is produced by the Publications Office. It is published three times a year for the alumni, parents and friends of the College. Faculty members are encouraged to contribute to *Update*.~~

~~4.2.9.3 SMC Online Magazine~~

~~*SMC Online Magazine* is the College's electronic publication for the entire Saint Mary's community, as well as for alumni, parents, friends, current and prospective students. *SMC*~~

~~Online Magazine~~ is published monthly by the Publications Office. Submit items, via e-mail, to the managing editor, (emicco@stmarys-ca.edu), a week prior to the publication date.

5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available on-line at <http://smcnet/campus-life/handbook/> or in the Office of the Vice Provost for Student Life.

6.1.2 POLICY ON ADVERTISING AND PUBLICATIONS

Paid display advertising to be inserted with off-campus media can be processed through the College Communications office. Headlines, copy and graphics for advertising from all departments must reflect the College as an institution of significant academic standards: e.g., the quality of work and the amount of time required for degrees and certificates are consistent with traditional College standards and those of the **WASC Senior College and University Commission**. ~~Western Association of Schools and Colleges (WASC)~~. The College's name should always appear in the first reference as Saint Mary's College of California. This applies to both paid advertising and news releases. All publications and paid advertising of Saint Mary's College must seek to embody the institution's inherent merits, e.g., its Catholic background, Lasallian tradition, and the tradition of the Christian Brothers, the liberal arts tradition, the College's academic reputation and location in the Bay Area, etc.