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## 2.2 Types of Appointments

Saint Mary's College of California

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Terms and conditions of appointment are contained in letters of appointment from the President, and in this *Faculty Handbook*. While a faculty member may have appointments in more than one School, normally a single letter of appointment for a term or year will be written. Letters of appointment for continuing faculty should be issued in a timely manner prior to the expiration of the current letter of appointment.

#### 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 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 teaching elsewhere and credit this toward the year of tenure consideration.

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

Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the President or his delegate agree in writing to an exception to this provision at the time leave is granted.

Notice shall be given in accordance with Section 2.8.3.1 (Notice of Non-appointment of Probationary Tenure-track Faculty) at least one year prior to the expiration of the probationary period if the faculty member is not to be granted tenure (see section 2.8.3.2 Standards of Notice). Failure to give such notice does not constitute the granting of tenure.

#### 2.2.2 TENURED APPOINTMENT

Tenure is granted by the President, following the procedures of Section 2.6.2.5 (Recommendation and Decision Procedures). In exceptional circumstances a faculty member may be appointed with tenure (see section 2.6.1.1 Additional Criteria).

Tenured appointments are permanent appointments which may be terminated only under conditions noted in Section 2.8.4 (Termination of an Appointment by the College), with the burden of proof resting upon the College.

#### 2.2.3 REDUCED SERVICES (TENURED APPOINTMENT)

Reduced Services (Tenured Appointment) Tenured faculty who were employed by the College as of June 30, 2007, and who did not choose to participate in the Phased Retirement Program (section 2.2.3.1) may permanently alter their full-time tenured appointment to a reduced services appointment (4/6 course load or less) through written agreement with the College. In order to be eligible for a Reduced Services appointment, the faculty member must be tenured, have completed 10 years of full-time service, and have attained age 60.

Tenured faculty members who have entered the Reduced Services Plan

- will be paid at a rate proportional to their teaching load,
- shall perform proportionate related College duties, such as a reasonable number of advisees, independent studies and reasonable elected or non-elected committee service, as agreed upon each year with the Provost,
- retain all rights due tenured faculty members, except sabbatical leave, and

- retain full benefits, except life and long-term disability insurance which are paid at a rate proportional to the reduced teaching load.

See sections 2.13.2.2 (Leave of Absence) and 2.13.2.3 (Scholarly Leave of Absence) as well as 2.14.3 (Health Care) for further information about reduced services other than those mentioned above.

#### 2.2.3.1 Phased Retirement Program (Tenured Appointment)

Tenured full-time faculty who participate in the Phased Retirement Program may permanently alter their full-time tenured appointment to a Phased Retirement appointment (4/6 course load or less) through a written agreement with the College. In order to be eligible for a Phased Retirement appointment, the faculty member must be tenured, have completed 10 years of full-time service, and have attained age 60.

No faculty member may spend more than five (5) years in the Phased Retirement Plan, excluding time spent on approved unpaid leave.

Tenured faculty members who have entered the Phased Retirement Plan

- will be paid at a rate proportional to their teaching load,
- shall perform proportionate related College duties, such as a reasonable number of advisees, independent studies and reasonable elected or non-elected committee service, as agreed upon each year with the Provost,
- retain all rights due tenured faculty members, except sabbatical leave, and
- retain full benefits (including full-time retirement plan payments by the College based on the amount which the faculty member would be paid as salary if the faculty member were teaching full time), except life and long-term disability insurance which are paid at a rate proportional to the reduced teaching load.

#### 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, at the discretion of the Department Chair or Program Director, as long as such appointment is not otherwise precluded. Eligibility for possible for a course does not expire.

### 2.2.4 NON-TENURE-TRACK APPOINTMENT

#### 2.2.4.1 Visiting Faculty

*See the CBA*

#### 2.2.4.2 Assistant Adjunct

*See the CBA*

#### 2.2.4.3 Associate Adjunct

*See the CBA*

#### 2.2.4.4 Salaried Adjunct

*See the CBA*

### 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.*