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1.4.2.3.1 Director of Faculty Development

The Director of Faculty Development is ~~appointed~~ a **three-year appointment** by the Vice Provost for Academic Affairs and is responsible for designing and implementing programs to enhance faculty scholarship and teaching. **Tenured faculty members are eligible to apply for the position when there is a vacancy, and the director will serve a three-year term, up to two terms. The selection process will be done by the Committee on Teaching, Learning and Scholarship in consultation with the Associate Provost for Faculty Affairs.** The Director reports to the **Associate Provost for Faculty Affairs** and chairs the Committee on Teaching, Learning and Scholarship (1.7.4.10), ~~and the Faculty Development Fund Committee (1.7.3.9).~~

1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

1. Faculty membership on:
 - 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
 - **Committee on Teaching, Learning and Scholarship**

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

3. The Academic Senate defines the election procedures for and membership of faculty committees of the College. The Academic Senate has these responsibilities for the following committees: the Academic Senate and its committees, Rank and Tenure Committee, Academic Administrators Evaluation Committee, Grievance Committee, Faculty Welfare Committee, Committee on Committees, the January Term Committee, Collegiate Seminar Governing Board, the Core Curriculum Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, **the Committee on Educational Technology**, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8 Revision Process of the Faculty Handbook.) The Academic Senate designates committees as being of intensive workload.
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 Academic Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provost for Academic Affairs, the Deans of the Schools and the Dean of the Core. **The actual appointments of the Vice Provost and Deans are made by the Provost, in consultation with the President.**

1.6.1.2.3 Faculty Officers

1. Academic Senate Chair

The Chair presides over the general, special general, and executive meetings of the Academic Senate (see section 1.6.1.2.9.1, Meetings). 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. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

The chairperson appoints the parliamentarian for a one-year term and works closely with the parliamentarian to ensure Senate business is conducted according to sound and accepted principles of order. Likewise, the chairperson works with the faculty governance coordinator to ensure a careful record of proceedings and their posting.

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, **and is the Faculty Representative to the Board of Trustees.**

2. Academic Senate Vice Chair

The Vice Chair is elected by the faculty at-large for a three-year term, the second year of which the Vice Chair serves as Chair, and the third year of which the Vice Chair serves as Past Chair. The Vice Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office. **The vice chairperson is a voting member of the Academic Senate on all matters and substitutes for the chairperson should the chair become ill or need to be absent.**

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

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:

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

1.6.1.2.8 Terms of Office

Senators are elected for a two-year term, renewable once consecutively. The terms are staggered so that approximately one-half of the terms end each year.

If a senator needs to be absent for a month or more, he/she shall be temporarily replaced by the runner-up in the most recent Academic Senate election in this senator's School.

Should a senator be unable to complete their term, the runner-up in the most recent Academic Senate election for this position shall complete the term. If the runner-up is not able to serve, the chair of the Academic Senate will appoint a replacement (see section 1.6.1.1.6, Resignations and Appointments).

The parliamentarian may be reappointed for ~~a second~~ **an additional** 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 Academic Senate committees, the President, the Provost, the Vice Provost for **Academic**

~~Affairs Undergraduate Academics, the Vice Provost for Graduate and Professional Studies, 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:

- b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Educational Policies Committee and reported directly to Vice Provost for Academic Affairs **and the Registrar**;
5. To initiate Academic Senate 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.

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 Chair.

1.7.3.4 Rank and Tenure Committee

Election Procedures: Faculty Positions Other Than Chair

1. **The Rank and Tenure elections will take place during the Fall semester, with terms beginning the following academic year.** ~~After coordinating with the Committee on Committees to ensure that the Rank and Tenure elections conclude before the nominating ballots go out for other annual faculty committee elections~~ **After ensuring that sabbatical proposals have been reviewed by the Provost and President,** the Office of Academic Affairs commences distribution of ballots **no later than the first week of November. The elections will take place** in the following election order:

1.7.3.8 Human Research Institutional Review Board

Role: The Human Research Institutional Review Board regularly notifies the College community at-large concerning the responsibilities of faculty, student or ~~administrative staff~~ researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and comply with federal regulations.

All faculty members of the Committee are tenure track or salaried adjunct faculty with suggestions for appointment made by the Deans of their Schools and formal appointment made by the Institutional Official (IO), the Associate Provost for Faculty Affairs. They are appointed for renewable three-year terms, which must be staggered.

The Committee's responsibilities include:

1. The formulation of guidelines and policies that meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with ~~his~~ **the President's** designee and the College's General Counsel. The committee reports to the Provost or the Provost's designee.
2. **In consultation with the IRB signatory, the** ~~The~~ provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the

effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.

3. The review of all proposals for human research submitted to the Committee by faculty, student or ~~administrative staff~~ researchers to assure concordance with aforementioned guidelines. ~~The guidelines specify which research is included and which is exempt from the Committee's consideration. These guidelines are available on the College website.~~

The Committee receives proposals from:

- a. All faculty and ~~administrative~~ staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
4. **As needed, serve as the scientific review committee for disclosures of conflicts of interest related to externally sponsored research and, on the basis of the review, recommend to the Associate Provost for Faculty Affairs steps to manage or eliminate the conflict.**
5. ~~[renumbered]~~ The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Provost **or the Provost's designee** on the research approved.
6. ~~The committee will consult with the College's General Counsel as needed.~~

Membership:

- two tenure-track **or salaried adjunct** faculty members from the School of Science
- two tenure-track **or salaried adjunct** faculty members from the School of Liberal Arts
- one tenure-track **or salaried adjunct** faculty member from the School of Economics and Business Administration.
- two tenure-track **or salaried adjunct** 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

The committee will consult with the College's General Counsel as needed.

~~All faculty members of the Committee are appointed by the Chair of the Committee on Committees for three-year terms, which must be staggered.~~

Members from the School of Science, School of Liberal Arts, School of Economics and Business Administration, and the Kalmanovitz School of Education serve as liaisons/contact persons to inform and consult other faculty/students in the school.

The Human Research Institutional Review Board elects its chairperson **and vice-chairperson for a renewable one-year term annually** from among its membership of faculty members with tenure to the College.

Meetings: The Human Research Institutional Review Board meets as frequently as necessary, typically, once every two weeks for 90 minutes during academic semesters ~~and once per month during academic breaks.~~

1.7.3.9 Faculty Development Fund Committee

Membership:

- Director of Faculty Development (chairperson)

- Four tenure-track 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 Academies/Faculty).~~

1.7.4.10 Committee on Teaching, **Learning** and Scholarship

Role: The Committee on Teaching, **Learning** and Scholarship serves as an advisory group to the Director of Faculty Development in maintaining a faculty development program, **such as workshops, internal grants and funds, and annual awards**, that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the Director in presenting faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest), **review any disputable applications for faculty development funds and review Student Summer Research Grant Applications.**

Membership:

- Director of Faculty Development, chairperson
- Four tenure-track faculty members, one elected from each School (two-year, staggered terms)
- Three tenure-track faculty members (one-year, renewable terms) appointed by the **Director of Faculty Development in consultation with the** chairperson of the Committee on Committees
- **Representative from the EdTech Center (*ex-officio*)**

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

1.7.4.16 Committee on Educational Technology

Membership: **The Committee consists of 10 voting members:**

- 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*)

***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.**

2.1.2.1.1 Postdoctoral Fellow

This is a short-term postdoctoral fellowship, and an opportunity for recent Ph.D. recipients in the humanities to develop as scholars and teachers by teaching at Saint Mary's for a defined term of two years (with the possibility of extension to a third).

Fellows teach five courses per year, with one course rebalance for scholarship, and some minimal service requirements, including service on one departmental committee, and are expected to participate in the program, which includes regular meetings with other fellows and faculty to participate in both the academic work of the college, as well as its intellectual life.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

5. The chair 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 chair or program director is not tenured, 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 chair 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 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 chair 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 1.4.2.4.13 ~~Departmental Organization~~ **Rank and Tenure Review**).

2.6.2.2.3 Promotion and Tenure Reviews

3. The chair or program director is responsible for coordinating departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see sections 1.4.2.4.13 ~~Dean of the School~~ **Rank and Tenure Review**). If the chairperson or program director is not tenured, then a tenured member of the department shall be selected by the Dean of the School, 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 reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a department chairperson or director of a program is responsible for coordinating the review of all other faculty who have taught in the department or program during the last four years and who are being considered (see section 1.4.2.4.13 ~~Dean of the School~~ **Rank and Tenure Review**).