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2.1 Definitions of Faculty Status

Saint Mary's College of California

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2. FACULTY

The faculty consists of all persons who are appointed by the President of the College to teach one or more courses. Administrators with faculty retreat rights are members of the faculty. When a faculty member has been authorized to act in an administrative capacity (such as President, Provost, Vice Provost, Dean, Department Chair/Program Director), to the extent that the person's job responsibilities are not pedagogical but administrative and supervisory, the relevant portions of the Staff Handbook apply and take precedence.

The College's relationship with all contingent faculty identified within the scope of the Collective Bargaining Agreement between the College and SIEU 1021, is governed by that document. To the extent that the Collective Bargaining Agreement defers to this Faculty Handbook, the terms of this Handbook will control.

2.1 DEFINITIONS OF FACULTY STATUS

Specification of the conditions for appointment for each of the faculty categories below is contained in Section 2.2 Types of Appointments.

2.1.1 TENURE-TRACK FACULTY

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

Assistant Professor: Appointment to the rank of Assistant Professor requires that the candidate possess the terminal degree, show clear promise of effective service and teaching effectiveness, be judged competent to teach advanced or upper division courses, and give evidence of continued scholarly achievement.

Associate Professor: Appointment to the rank of Associate Professor normally requires that the candidate have demonstrated his/her effectiveness as a teacher, that he/she show clear promise of high scholarly achievement, and that he/she have demonstrated effective service. Possession of the qualifications enumerated above for the rank of Assistant Professor is assumed. Hiring at the rank of Associate Professor may or may not accompany tenure. See section 2.6.1.1. Additional Criteria

Full Professor: Appointment to the rank of Full Professor is made in recognition of consistent evidence of high teaching effectiveness, high scholarly achievement, (the latter to be substantiated by a sound reputation among academic colleagues outside the College), and a high degree of effective service. Possession of the qualifications enumerated above for Assistant and Associate is assumed.

2.1.1.1 Terminal Degrees

A doctorate is normally considered to be a terminal degree. Any department wishing to propose another degree as terminal in a specialized field (e.g., the M.F.A. in Creative Writing) should make its case as clearly and fully as possible before the hiring process begins for any

position that may be affected. The Undergraduate Educational Policies Committee (or the Graduate and Professional Studies Educational Policies Committee, if more appropriate) shall initially review such proposed non-doctoral terminal degree designation, and shall review all such designations every six years thereafter. Upon such a review they shall recommend approval or disapproval to the Academic Senate. Upon the approval by the Academic Senate, non-doctoral terminal degrees are subject to final approval by the Provost. Any person hired as having the appropriate terminal degree and who has continued in the same position shall be considered to have permanent approval even if at some later date another degree is designated as terminal for that position. Such initial and permanent approval will appear in that faculty member's contract.

2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)

When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the Provost will seek a recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the Provost is unalterable.

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.

2.1.2.1.1 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.

2.1.2.2 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 FACULTY

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

1. Eligibility. Criteria for eligibility:
 - a. minimum of ten years of full-time service;
 - b. attainment of rank of Associate Professor;
 - c. supporting letters from colleagues.
2. Recommendations. Criteria upon which they should be based:
 - a. teaching effectiveness;
 - b. scholarship or artistic expertise;
 - c. effective student advising, where applicable;
 - d. cooperation with colleagues in advancing the academic aims of the College.
3. Privileges. A Professor Emeritus/Emerita:
 - a. will remain on the Rank and Tenure roster;
 - b. will receive faculty ballots;
 - c. may participate in formal academic ceremonies;
 - d. may have his/her name listed in the College Catalog with the designation;
 - e. will have access to available administrative support;
 - f. will retain his/her College email account;
 - g. will be eligible for limited Library borrowing privileges, including Link+ and Interlibrary Loan, and will have remote access to Library databases and electronic books.
 - h. are eligible for membership in the Alliotto Recreation Center.
4. Procedure for promotion to Professor Emeritus/Emerita:
 - a. The candidate will be proposed in writing for Emeritus/Emerita status by the candidate's department or by a senior faculty member to the Dean of the School.
 - b. The Dean of the School will solicit letters of support from colleagues and the candidate's department.
 - c. The collected letters will be submitted to the Dean, who will forward them with his/her recommendation to the Rank and Tenure Committee.
 - d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the Provost for his/her approval. In the event that the Provost does not agree with the recommendation, the Provost will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.
 - e. The Professor Emeritus/Emerita Award is presented to the recipient in an appropriate ceremony acceptable to the recipient.

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, 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 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 Faculty.

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

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

An administrator in a non-academic position may be appointed temporarily to an academic rank and departmental affiliation by the President if all of the following conditions are satisfied:

1. All the criteria for that rank must be met by the individual and reviewed by the Provost, the chair of the department and the Dean of the School with which the individual will be affiliated. The Provost will make a recommendation of the appropriate rank to the President. If the rank proposed is Associate Professor or Full Professor, the Provost will also consult the Rank and Tenure Committee prior to advising the President.
2. Any teaching in the department or program designated or in any other area is only by invitation of that department or program and requires the consent of the appropriate Dean, the approval of the administrative person's supervisor, and proper notification to the Provost. Continued teaching is subject to departmental need and a regular review of the individual's teaching effectiveness. Teaching under this provision does not imply or confer academic salary nor any rights toward sabbatical or tenure.
3. Under this provision the position does not carry tenure-track faculty status and does not confer retreat rights on the individual.

The term of appointment is one academic year and may be extended by the President in writing after the first year for a period not to exceed the period of employment as an administrator.