

Faculty Handbook

Volume 2000 2000-2001

Article 1

7-1-2000

Faculty handbook 2000-2001 with addenda

Saint Mary's College of California

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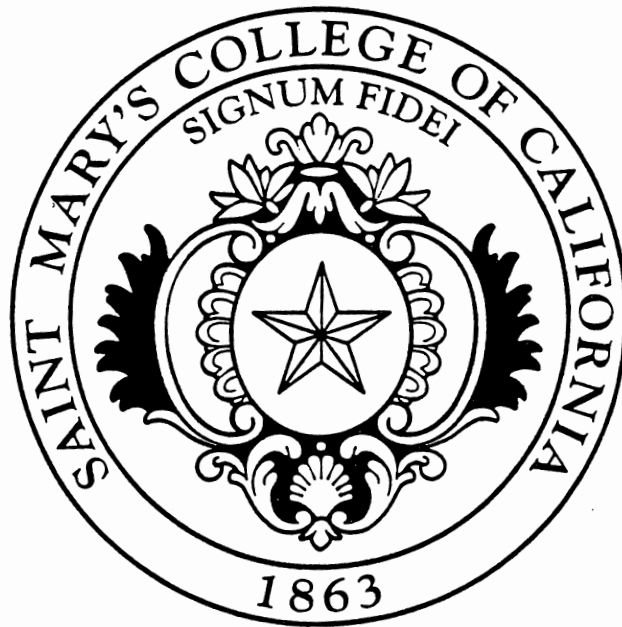
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2000

SAINT MARY'S
COLLEGE OF CALIFORNIA

FACULTY HANDBOOK



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NOTICE

The information given in this *Faculty Handbook* of Saint Mary's College of California is accurate as of July 2000. The provisions relating to the terms and conditions of faculty employment were approved by the Board of Trustees on May 19, 2000, to be effective July 1, 2000. Any revision of information which has occurred since that date bears a notation to that effect on the page(s) revised, with the date of revision.

This is the *Faculty Handbook* referred to in the Faculty Letters of Appointment. To the extent that there is a conflict between the contents of the *Faculty Handbook* and those of any other faculty manuals or handbooks, including but not limited to those provided to faculty by the Schools of Education and Extended Education, and the Graduate Business Programs, this *Faculty Handbook* takes precedence.

In compliance with federal and state law, Saint Mary's College of California does not discriminate on the basis of race, color, religion, national origin, marital status, gender, age (40 years or older), ancestry, sexual orientation, medical condition, or physical or mental disability in employment or in any of its education programs or in the provision of benefits and services to students, and is committed to recruiting and retaining a diverse student and employee population.

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SAINT MARY'S COLLEGE OF CALIFORNIA

FACULTY HANDBOOK

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1. **MISSION STATEMENT, HISTORY, GENERAL ORGANIZATION AND GOVERNANCE OF SAINT MARY'S COLLEGE**

1.1 **SAINT MARY'S COLLEGE MISSION STATEMENT**

As Saint Mary's College looks ahead to the twenty-first century, it celebrates the three traditions which have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

The Mission of Saint Mary's College is:

- ❖ to probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum which includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

- ❖ to affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason; it builds community among its members through the celebration of the Church's sacramental life; it defends the goodness, dignity and freedom of each person; and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

- ❖ to create a student-centered educational community whose members support one another with mutual understanding and respect.

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic, and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live "their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity." (From: The Brothers of the Christian Schools in the World Today: A Declaration).

HISTORY OF SAINT MARY'S COLLEGE

History of the College. In its second century of Christian education, Saint Mary's College is one of the oldest colleges in the West. Dedicated in San Francisco by Archbishop Joseph S. Alemany, O.P., in 1863, the Brothers of the Christian Schools assumed its operation in 1868 and have since then determined its character and growth. Under the laws of the State of California, the College was incorporated in 1872 and given a charter empowering it to confer degrees and to exercise all other privileges of a university. The campus was relocated in Oakland in 1889 and in Moraga in 1928. In 1941, the College instituted a liberal arts program whose core was the World Classics Seminar. In 1969, a 4-1-4 calendar and curriculum was adopted for the undergraduate program, and in 1970 the College became co-educational.

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-clerical men in the Church, with some 7,000 members and 63,000 Lasallian colleagues teaching students in 86 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.

The Faculty of the College is composed of lay instructors, priests, Sisters, and Brothers. Members of the faculty are selected and promoted primarily for their dedication to and skill at teaching. The College aims at being a community of scholars, and while original research and publication are valued as contributions to intellectual vitality and self-renewal of faculty, they do not take precedence over active membership in the intellectual community of the College wherein dedication and commitment to good teaching is a hallmark. In general, the size of the College and the interests and dedication of its faculty make for an extraordinarily close, informal and personal relationship with students. The evaluation of the faculty is made in terms of excellence in teaching, personal orientation to students, scholarly interests and pursuits and commitment to the aims and ideals of the College.

The Students of the College are a reflection of the history of the College, for Saint Mary's seeks to provide higher education opportunities for various social classes, but particularly for those whose educational needs are for various reasons not satisfied elsewhere and to which a proper and adequate response can be made. Reflecting the long Lasallian tradition of Christian education oriented to the needs of students, the College at various times in its history has included a Law School, a School of Commerce, an engineering department, as well as programs focusing specifically on the humanities. During the long history of the College, the expansion of both student population and academic programs has reflected the educational needs of students for which the College exists. Although, since 1970, the College has steadily extended its service to a broader and more diverse community of learners in terms of age, experience, interests and educational needs, it seeks to keep a firm eye on its central academic aim: the development of the capacity of responsible independent thought.

1.2.1

ACCREDITATION

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the 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 Intercollegiate Nursing Program by the California Board of Registered Nursing and the National League for Nursing, and the Paralegal Certificate program in the School of Extended Education by the American Bar Association. The Hearst Art Gallery is accredited by the American Association of Museums.

1.3

THE CORPORATE STRUCTURE OF SAINT MARY'S COLLEGE

The current Articles of Incorporation of Saint Mary's College (1938) established the College "for the instruction and Christian education of young men", a purpose since enlarged to include women. The structure of the College is determined by the Bylaws of Saint Mary's College of California, most recently revised in 1998. The following section, including the parts entitled The Corporation, The Trustees, and The Regents, is summarized from the Bylaws, a full copy of which is available in the Office of the President.

1.3.1

THE CORPORATION

Saint Mary's College of California is legally owned by a corporation of 15 members of the Brothers of the Christian Schools. Members by right are the Brother Visitor [i.e., the Provincial of the San Francisco District of the Christian Brothers], and the President of the College. The other members of the Corporation are appointed by the Brother Visitor to three-year terms, and at least two-thirds must be on the faculty or administration of the College. The members of the Corporation have the sole and exclusive power and authority to:

- consent to amendment of articles of incorporation;
- repeal the bylaws of the corporation and adopt new bylaws;
- consent to any amendments to the bylaws which adversely affect the rights of members;
- consent to dissolution of the corporation;
- consent to merger of the corporation or sale of all or substantially all of its assets.

A regular meeting of the Corporation is held once every three years. Special meetings may be called by the Board of Trustees, by the chairperson of the Board, by the President, by the Brother Visitor, or by any one member.

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 be fixed at 18, of whom not less than six nor more than ten shall be 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 may hold more than three successive terms except Trustees by right of office. In addition to the 18 members of the Board, there are three additional participants to the Board, the President of the National Alumni Association, the appointed faculty representative of the College, 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, serve on committees, but are not entitled to vote.

The Board must hold one meeting per year, in May or June, but may meet as often as needed. A meeting may be called by the chairperson or President, and must be called at the written request of five Trustees.

1.3.3

THE BOARD OF REGENTS

The Board of Regents role is advisory to the Board of Trustees and the Officers of the College. The Board of Regents is composed of not more than 55 nor less than 25 members. The regular members are nominated by the Regents' Nominating Committee and elected by the Board of Regents to four-year terms (renewable). In addition to the regular members of the Board, there are ex-officio members who are the President, the Vice Presidents, the President of the National Alumni Association of Saint Mary's College, and the President of the Graduate Business Alumni Association of the College.

The Board of Regents meets four times annually. Special meetings may be called as circumstances require, as outlined by the Bylaws.

1.3.4

THE OFFICERS OF THE COLLEGE

The Bylaws of Saint Mary's College of California (1998) specify several Officers of the College, and grant broad executive and administrative authority to the President of the College summarized as follows:

President of the College

The President shall be the chief executive officer and general manager of Saint Mary's College.

The President may sign and execute, in the name of the Corporation, any instrument authorized by the Board of Trustees, except when the signing and execution thereof shall have been expressly delegated by the Board of Trustees or by these Bylaws to some other officer or agent of the Corporation. The President shall have all of the general powers and duties usually vested in the president of a corporation, and shall have such other powers and duties as may be conferred upon him from time to time by the Board of Trustees or these Bylaws.

The President shall be responsible for the College in all its departments. To assist him in management, he shall have the right to employ one or more Vice Presidents, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the Vice Presidents and other officers and employees of the College in a manner not inconsistent with the provisions of these Bylaws and the directions of the Board of Trustees.

The President shall report to the Board of Trustees at each regular meeting on problems and progress of the College and shall make an annual report to the Board on the operation and condition of the College.

Vice Presidents

The Vice Presidents, whose offices must be approved by the Board of Trustees and who serve at the pleasure of the President, shall have such powers and perform such duties as may be prescribed for them from time to time by the President or pursuant to these Bylaws.

Secretary

The Secretary shall be a member of the Board of Trustees and shall serve for a two-year term.

The Secretary shall exercise such powers and perform such duties as are usually vested in the office of secretary of a corporation, and exercise such other powers and perform such other duties as may be prescribed from time to time by the Board of Trustees or by these Bylaws.

Chief Financial Officer

The Chief Financial Officer shall exercise such powers and perform such duties as are usually vested in the office of chief financial officer of a corporation, and exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees or these Bylaws.

1.4

THE ADMINISTRATIVE ORGANIZATION

A primary purpose of the administrative organization of the College is to guarantee that the planning, execution and evaluation of all of the activities of the College take place in an orderly, efficient and beneficial manner. The administrative organization is revised from time to time to further these ends.

1.4.1

THE PRESIDENT

The President is appointed by the Provincial of the West Coast Province of the Brothers of the Christian Schools for a four-year term, renewable, and is responsible to the Board of Trustees. He is the chief executive and administrative officer of the College, and is vested with full and final authority in all matters pertaining to its government, educational programs, auxiliary services, and financial operations, within the limitations imposed by the approved policies of the Trustees, and the Charter and Bylaws of the College. He appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. He authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the Academic Vice President, who is advised by the appropriate academic officers and the Rank and Tenure Committee. He also approves all policies affecting non-academic personnel of the College. He is an ex-officio member of all College committees.

The administrative staff of the President consists of the Vice Presidents (Academic Affairs, Student Affairs, Planning and Advancement, Administration and Chief Financial Officer, Enrollment Services), the Executive Assistant to the President, and the General Counsel.

1.4.1.1

Executive Assistant to the President

The Executive Assistant to the President is appointed by the President to serve in various assignments as the representative of the President, and is a member of the President's Council.

1.4.1.2

General Counsel

The General Counsel is appointed by the President to provide legal advice to the President and to the Board of Trustees. The General Counsel manages litigation that affects the College, prepares College contracts and agreements, analyzes federal, state and local laws and regulations to determine their potential impact on the College, and monitors compliance with statutory requirements. Additionally, the General Counsel serves as a general legal advisor to the President, performs special legally-related assignments for the President, and is a member of the President's Council.

1.4.1.3

Director of Campus Ministry

The Director of Campus Ministry is responsible for all College-related religious, liturgical and sacramental activities. The Director supervises the Campus Ministry staff and is also responsible for scheduling and policy regarding the use of the Chapel, for the supervision of the Campus Ministry budget, and for the organization of various educational and spiritual activities sponsored by the Campus Ministry. The Director and the Campus Ministry staff serve the students, faculty, staff and alumni of the College and seek to cooperate with the Department of Religious Studies and the Christian Brothers communities when appropriate.

1.4.1.4

College Diversity Coordinator

The College Diversity Coordinator reports directly to the President and may act as the President's designated representative at diversity-related meetings, functions, and campus events. The College Diversity Coordinator recommends to the President membership for the President's Celebrating Diversity Committee, and with others, helps to facilitate and monitor the goals of the College in moving towards diversity initiatives. The Coordinator assists all advisory boards, Schools, departments, programs and offices within the College in developing and implementing their respective diversity initiatives. The Coordinator also communicates regularly with the President and the campus community regarding process and procedures to address diversity concerns, diversity programming, events and goals at the College, while assisting the Office of Human Resources in providing on-going diversity training for faculty, staff, and administrators. The College Diversity Coordinator is an ex-officio member of the Equal Employment Opportunity Compliance Committee.

1.4.2

ACADEMIC VICE PRESIDENT

The Academic Vice President 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 Vice President is vested with authority commensurate with such responsibility. The Vice President recommends to the President the appointment, promotion, and retention of deans, administrative staff, and all full-time faculty. The Academic Vice President is a member of the President's Council, chairperson of the Council of Deans, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the Academic Vice President to whom responsibility and commensurate authority are delegated are the Assistant Academic Vice President, Deans of the Schools, Dean of the Intercollegiate Nursing Program, Dean for Academic Resources/Director of the Library, Dean of Academic Advising and Achievement, Dean for Academic Services, Director of Hearst Art Gallery, Director for Faculty Development and Scholarship, and Director of the Center for International Programs.

1.4.2.1

Assistant Academic Vice President

The Assistant Academic Vice President assists the Academic Vice President in coordinating academic assessment, Commencement, orientation, the January Colloquium, the Lasallian Institute, and other duties as assigned.

1.4.2.2

Deans, Academic Affairs

1.4.2.2.1

Dean of the School

The Dean of the School is 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 Academic Vice President 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 Academic Vice President 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 in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.2 Dean of Intercollegiate Nursing Program

Jointly appointed by Saint Mary's College and Samuel Merritt College, the Dean is the chief academic officer of the Intercollegiate Nursing Program and is vested with the commensurate authority and responsibility for the curriculum and for all aspects of academic policy and its implementation. The Dean recommends to the Academic Vice President the appointment, promotion and retention of jointly appointed administrative staff and faculty; consults with the Academic Vice President in all matters relating to substantive revision of the academic policies and of the program; collaborates with the other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.3 Dean for Academic Resources/Director of the Library

The Dean for Academic Resources is responsible, in collaboration with the Deans of the Schools, for the development, programming, and administration of the information and learning resources of the Saint Albert Hall Library, including Media Services, and the Hearst Art Gallery. The Dean is responsible for the quality, allocation, and evaluation of collections, services, facilities, and staff in support of the academic learning environment. The Dean determines an appropriate balance among print, image, and electronic academic resources which make up these collections through broad-based collaboration with librarians, faculty and administrative staff.

1.4.2.2.4 Dean of Academic Advising and Achievement

The Dean of Academic Advising and Achievement is responsible, in collaboration with the appropriate Deans of the Schools and the Dean for Student Development and Leadership, 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 program, the Academic Support and Achievement programs, and the High Potential program. The Dean is assisted by the coordinators and directors of the above-named programs.

1.4.2.2.5 Dean for Academic Services

The Dean for Academic Services is responsible, in collaboration with the Deans of the Schools and the Registrar, for such services as coordination of undergraduate class scheduling, review of projected undergraduate departmental offerings, and implementation of academic probation and disqualification policies. The Dean handles the student evaluations of faculty and courses and student grievances on academic issues. The Dean is chair of the Faculty Development Fund Committee and is assisted by the Director for Faculty Development and Scholarship. The Dean prepares for publication the College *Catalog*, the *Faculty Handbook*, the academic committee master list, and responds to college-wide requests for academic information or assistance.

1.4.2.2.6 Associate Dean, School of Economics and Business Administration

The Associate Dean of the School of Economics and Business Administration's primary responsibilities are in the areas of strategic planning and budget management. The Associate Dean also fulfills other functions assigned by the Dean of the School to whom he/she reports.

1.4.2.2.7 Associate Dean, School of Education

The Associate Dean of the School of Education ensures the quality of academic programs, coordinates the implementation of academic policies and procedures, coordinates accreditation and program approval activities, makes recommendations regarding admissions criteria and program standards, and oversees development and revisions of the School bulletin, student *Handbook*, Adjunct Faculty *Handbook*, and policy/procedures manual. The Associate Dean implements policies related to student affairs, probation and disqualification, student evaluations of faculty/courses, and student grievances on academic issues. The Associate Dean supervises the Credential Analyst and various coordinators, chairs the School of Education Academic Policies and Regulations Committee, participates in budget planning, and prepares reports for the Dean of the School.

1.4.2.3 Director, Academic Affairs

If a director has the basic responsibilities of a department chairperson, the description of responsibilities and authority given under 1.4.2.4.1 applies to the director. If the director does not have such basic responsibilities, then reference must be made to a job description.

1.4.2.3.1 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program, appointed by the Dean of the School of Liberal Arts in consultation with the Academic Vice President, is responsible, in collaboration with the Governing Board of the Collegiate Seminar 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 chairperson as specified in 1.4.2.4.1). In collaboration with the Deans of the Schools (from which the faculty is drawn), the Director is responsible for providing for the staffing needs of the program.

1.4.2.3.2 Director of January Term

The Director of the January Term, appointed by the Dean of the School of Liberal Arts in consultation with the Academic Vice President, is responsible, in collaboration with the January Term Committee 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.

1.4.2.3.3 Director of Graduate Business Programs

The Director of Graduate Business Programs is responsible, in consultation with the Dean of the School of Economics and Business Administration and with the faculty of the Graduate Business Programs, for the overall quality of the Graduate Business Programs. As the department chair for the Graduate Business faculty, the Director is responsible for the recruitment of full and part-time faculty, for curriculum assessment and development, and for academic policy in the Graduate Business Programs. The Director is also responsible, with the assistance of the Director of Admissions and External Relations of Graduate Business Programs, for the number and quality of students admitted to those programs. In general, the Director is responsible for the financial performance of the Graduate Business Programs, and is charged with the development of the annual budget and with overseeing all expenditures.

1.4.2.3.4 Director of Master of Fine Arts Program in Creative Writing

The Director of the Master of Fine Arts Program in Creative Writing, appointed by the Dean of the School of Liberal Arts in consultation with the Academic Vice President, oversees the administration of all aspects of the program's operation, including recruitment, public and community relations, admissions, scheduling, budgeting, and contractual negotiations with visiting writers. The Director is responsible for marketing and fund-raising, and for organizing all public functions associated with the program, including co-direction of the Creative Writing Reading Series. The Director reports to the Program Steering Committee, which is responsible for all academic policy-making within the program.

1.4.2.3.5 Director for Faculty Development and Scholarship

The Director for Faculty Development and Scholarship, appointed by the Academic Vice President, is responsible for the direct support of all undergraduate and graduate faculty in the teaching process and in their scholarly activities, chairs the Committee on Teaching and Scholarship, and coordinates the College's Visiting Fellows programs. The Director collaborates with the Assistant Vice President for Institutional Marketing and Public Relations in the production of the faculty/staff newsletter, *e-connections 2.1: The On-Line Campus Newsletter*. The Director assists the Dean for Academic Services in the determination of faculty/curriculum development awards. The Director has supplementary responsibility to support the achievement of academic excellence in students.

1.4.2.3.6 Director of Center for International Programs

The Director of the Center for International Programs 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 Committee on International Programs and reports to the Academic Vice President.

1.4.2.3.7 Director of Academic Support and Achievement Programs

The Director of Academic Support and Achievement Programs (ASAP) is responsible for a variety of undergraduate support services offered by the ASAP office both to students who experience academic difficulties and to those who wish to achieve greater academic success. The services include an extensive tutorial program and drop-in study groups. The Director

oversees Project Success, an intervention program which assists students on first-time academic probation to build skills they need to return to good academic standing. The Director coordinates the provision of limited individualized assistance to students with learning and/or physical disabilities.

1.4.2.3.8 Director of High Potential Program

The Director of High Potential Program administers the program designed to offer admission and support to students who, due to adverse social, economic, educational, or other factors, have demonstrated their potential to succeed in college through other than traditional indicators. The Director is responsible for the organization of an intensive summer orientation program for these students and the provision of a broad range of other academic and personal support programs throughout the year.

1.4.2.3.9 Director of Hearst Art Gallery

The Director of Hearst Art Gallery oversees the programs of the Hearst Art Gallery, including exhibitions and the preservation and development of the College art collection. The Director is responsible for developing policies, procedures, long-range plans and budgets, including funding from non-College sources, in consultation with the Gallery's Advisory Board, curator and staff, and other College officials. The Director is responsible for seeing that the Gallery upholds the standards and ethics of the museum profession, as defined by the American Association of Museums and other professional organizations.

1.4.2.3.10 Director of Admissions and Recruitment, School of Extended Education

The Director of Admissions and Recruitment, School of Extended Education, is responsible for promotional activities for the School of Extended Education and the admission and enrollment of prospective students, selects and directs the work of the program counselors and support personnel, and prepares the preliminary budget.

1.4.2.3.11 Director of the Law Studies Program, School of Extended Education

The Director of the Law Studies Program, School of Extended Education, coordinates instructional and curricular aspects of the Extended Education Paralegal Certificate Program and the undergraduate Law Studies Program. The Director is responsible for initiation of recommendations for faculty appointment, assignment and retention, and for faculty training and orientation, academic review of student materials, development and revision of curriculum and learning resources, administrative tasks related to curriculum and instruction, and the participation in the formulation of academic policy.

1.4.2.3.12 Director of Weekend College, School of Extended Education

The Director of the Weekend College, School of Extended Education, is responsible for the marketing, organization, and administration of the Weekend College programs, working with the faculty to create course offerings for Extended Education students. The Director is also responsible for the marketing and administration of the Open Enrollment Program, which facilitates enrolling non-matriculated individuals into the on-campus classes on a space available basis.

1.4.2.3.13 Director of Undergraduate Degree Programs, School of Extended Education

The Director of Undergraduate Degree Programs, School of Extended Education, coordinates the provision of instructional and student services for degree programs. Responsibilities include the coordination of procedures for hiring, orientation, contracting, scheduling, and evaluation systems of part-time faculty. The Director supervises the academic services support staff, providing services to off-campus students, including class schedules; syllabi, books, and materials; and off-campus site coordination. The Director also applies academic and administrative policies and procedures to student concerns.

1.4.2.3.14 Director of Academic Counseling, School of Extended Education

The Director of Academic Counseling, School of Extended Education, manages the professional staff who provide on-going academic counseling throughout the regional sites. The Director, acting as lead counselor, is responsible for the advising of undergraduate students in the selection of topics for portfolio assessment.

1.4.2.3.15 Director of Graduate Health Services Administration Program, School of Extended Education

The Director of Graduate Health Services Administration, School of Extended Education, in working with the department chair, has primary responsibility for recruiting students and recommending program admissions and in collaboration with the Dean recommends faculty, staffing, and scheduling of classes. The Director is also responsible for faculty evaluation, administration of academic policy and, with the department chair, curricular development.

1.4.2.3.16 Director of Liberal Education for Arts Professionals (LEAP™) Program, School of Extended Education

The Director of Liberal Education for Arts Professionals Program, School of Extended Education, is responsible for recruiting students, recommending program admission, providing academic advising, program counseling, and administration of academic policy. The Director recommends appointments of program faculty to the Dean and collaborates with other departments for program staffing. In addition, the Director advises students on independent study and senior projects, and is an instructor in the program.

1.4.2.3.17 Director of Graduate Liberal Studies Program, School of Extended Education

The Director of Graduate Liberal Studies Program, School of Extended Education, is responsible for recruiting students, recommending program admission, and providing academic advising. The Director recommends the appointment of program faculty to the Dean, is responsible for class scheduling, faculty evaluation, and administration of academic policy. In collaboration with the Program Advisory Board, of which the Director is the chairperson, the Director of Graduate Liberal Studies Program is responsible for the organization and development of the program and is an instructor in the program.

1.4.2.3.18 Program Directors for School of Education

The Directors of the Crosscultural Education, Early Childhood, Educational Leadership, Graduate Counseling, Multiple Subject, Reading and Language Arts Leadership, Single Subject, and Special Education Programs in the School of Education fulfill the basic responsibilities of department chairpersons (see 1.4.2.4.1) and coordinate the administrative,

managerial, and instructional aspects of the credential, master's and doctoral degree programs under their supervision. In addition to their responsibilities for curriculum and instruction, they are responsible for program recruitment, admission, academic advising, and class scheduling; for recommending full and part-time faculty for appointment, assignment, and retention; for faculty training and orientation; for collaboration with Schools; for field supervision; and for program and student evaluation. Directors supervise staff, participate in the formulation of academic policy, and apply academic and administrative policies and procedures to student concerns.

1.4.2.4

Chairpersons of Undergraduate Departments

The chairpersons of departments which are composed of undergraduate faculty are appointed by the Dean of the School for a three-year term, normally after consultation with at least the senior members (i.e., full professors and tenured members) of the department and the Academic Vice President. Department chairpersons may be reappointed by the Dean after confidential evaluations have been solicited from all members of the department and consultation has taken place with all senior department members and others whose opinions the Dean deems may be helpful. The terms of the department chairpersons should be staggered so that approximately one-third are considered for reappointment each year.

1.4.2.4.1

Duties of a Department Chairperson, Undergraduate Department

1. Departmental Organization

- a. Organize instruction (course assignment, course scheduling) and develop instruction (new courses, teaching effectiveness) within the department for the academic year;
- b. Ensure that the College's policy on final examination scheduling is followed by faculty;
- c. Hold regular monthly departmental/program meetings, the minutes of which are sent to the Dean;
- d. Discuss with candidates the criteria for tenure and promotion; under teaching effectiveness include the candidate's policies and standards on grading, homework, and examination/papers;
- e. Prepare description and evaluation of departmental/program curricula for the Educational Policies Board or appropriate School committee;
- f. Consult in a spirit of cooperation with departmental/program members on matters of their own practice and of general departmental interest. (For the chairperson's procedure when a department member is being reviewed by the Rank and Tenure Committee, see Rank and Tenure Procedures, section 2.6.2.2.);
- g. Submit department/program budget proposals and exercise control over expenditures in the approved budget;

- h. Recruit new faculty members, maintain records and complete such reports on applicants as are required by the Human Resources office;
- i. Review the performance of adjunct and visiting faculty and lecturers, based on criteria to be established by the Dean of the School, which may include classroom visitations and the general student questionnaire.

2. Rank and Tenure Review

It is the responsibility of the chairperson to:

- a. Familiarize himself/herself with and follow the procedures of the Rank and Tenure Committee as these pertain to the chairperson;
- b. Maintain a current file for each 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 ranked members of the department to assist them in their evaluation of the candidates;
- c. Be responsible for the timely placement of the departmental forms in the candidate's rank and tenure file and of the formal letter from the chairperson for candidates subject to interim review, and of any appropriate letters of recommendations on candidates (see Rank and Tenure Procedures, section 2.6.2.2);
- d. Review student evaluations of the candidates, especially the opinions of departmental majors;
- e. Make written departmental rank and tenure recommendations on candidates, in consultation with ranked members; report objectively any recommendations of ranked members which are different from those of the chairperson, submitting those directly to the Rank and Tenure Committee; share and discuss these written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee;
- f. Submit appropriate written class visitation evaluations from the candidate's departmental file to the candidate's rank and tenure file.

3. Teaching Effectiveness

- a. Class visitation of departmental members:
 - i. For faculty moving toward tenure, a minimum of two classroom visits per term, at least one by the department/program chairperson, is expected.
 - ii. Faculty being considered for promotion must be visited by the chairperson.

- b. Written evaluation of class visitation:
 - i. The visitor is required to submit a written evaluation of the visit to the faculty member and then to consult about the evaluation with him/her. A copy of the evaluation is to be placed in the departmental file.
 - c. Student evaluation questionnaire:
 - i. Discuss with and make recommendations to departmental faculty concerning student evaluation questionnaires which provide a perspective of teaching effectiveness which complements peer evaluation.
 - d. Hear and ascertain the validity of complaints that may be received from members of the department or from students who are taking courses in the department/program.
4. Authority
- a. To recommend to the Dean, as appropriate, the reappointment or non-appointment of departmental/program faculty;
 - b. To call departmental/program meetings and to establish departmental/program committees;
 - c. To assign courses and schedule courses of instructors in the spirit of cooperation with them;
 - d. To initiate procedures deemed necessary for the good of the department/program (e.g., for the dismissal of an instructor);
 - e. To visit classes and to delegate tenured members of the department/program to do so; class visitations (day and time) are with the instructor's permission;
 - f. To exercise the power of veto over departmental/program decisions;
 - g. Limitations on the chairperson's authority: major changes (e.g. personnel policies, major requirements, composition of the major, interdisciplinary requirements) may be undertaken only with the approval of the Dean and others if necessary.

1.4.2.5

Department Chairpersons, School of Extended Education

The chairpersons of the Departments of Management, Health Services Administration, Portfolio Instruction, Portfolio Evaluation, and Critical Perspectives in the School of Extended Education coordinate instructional and curricular aspects of Extended Education bachelor's degree and master's degree programs. They are responsible for initiation of recommendations for faculty appointment, assignment and retention, for faculty training and orientation, academic review of student materials, development and revision of curriculum and learning resources, administrative tasks related to curriculum and instruction, and the participation in the formulation of academic policy.

1.4.3

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the chief administrative officer for student affairs, the Vice President is charged with facilitating the development of traditional undergraduate students in a manner which complements and completes their academic curriculum and serves the Mission of the College. The Vice President is vested with authority commensurate with the following responsibilities: the supervision of the student life educators, administrators, and staff in the areas of athletics, career development and job placement, counseling and psychological services, on-campus events and conferences, and public safety, as well as student community service and volunteer activities, health services, judicial affairs, leadership development, services and programs for students, including some designed specifically for women, residence life, recreation and wellness, and student government, clubs, media and activities. The Vice President recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice President is a member of the President's Council and an ex-officio member of all committees in the area of student affairs.

The administrative staff of the Vice President for Student Affairs includes the Dean for Student Development and Leadership, the Director of Athletics, the Director of Events and Conferences, the Director of Public Safety, the Director of Residence Life, the Director of the Career Development Center, the Director of the Counseling Center, the Director of Student Health and Wellness Center, the Director of Student Activities, the Director of the Catholic Institute for Lasallian Social Action, the Director of Student Recreation and Fitness, and the Coordinator of the Women's Resource Center.

1.4.3.1

Dean for Student Development and Leadership

The Dean for Student Development and Leadership is responsible to the Vice President for Student Affairs and is designated the primary advocate for student development, providing administrative leadership for the Directors of the Career Development Center, the Counseling Center, Student Health and Wellness Center, Student Recreation and Fitness, the Student Activities and Leadership office, and for the Coordinator of the Women's Resource Center. The Dean's duties include the administration of student judicial policies and procedures in collaboration with the Director of Residence Life, the Director of Public Safety and other designated administrators. The Dean collaborates with the Dean for Academic Advising and Achievement and the Deans of the Schools of the College in providing a comprehensive College orientation program for new and transfer students as well as learning opportunities for all students during their undergraduate years.

1.4.3.1.1

Director of Career Development Center

The Director of the Career Development Center coordinates career exploration programs and counseling services, internship placement, on-campus recruitment for full-time employment for students and alumni as well as part-time employment opportunities for students. The Director works in collaboration with the Director of Alumni and the Alumni Board of Directors, and chairs the Career Development Advisory Board.

1.4.3.1.2

Director of Counseling Center

The Director of the Counseling Center coordinates counseling and psychological services for students on an individual and group basis; consults with student affairs educators,

administrators and staff as well as with faculty regarding student emotional, behavioral and psychological concerns; provides alcohol and drug education programs as well as other relevant workshops and group presentations.

1.4.3.1.3 Director of Student Health and Wellness Center

The Director of the Student Health and Wellness Center coordinates the provision of medical care and education, especially for minor illness or injuries, and health and wellness education and promotion activities. The Director chairs the Student Health Committee.

1.4.3.1.3.1 Coordinator of Women's Resource Center

The Coordinator of the Women's Resource Center promotes a campus environment where students, especially women students, are encouraged to seek gender-related information and exchange views; coordinates the provision of relevant educational programs and activities.

1.4.3.1.4 Director of Student Recreation and Fitness

The Director of Student Recreation and Fitness coordinates club sports, intramural events, indoor and outdoor general recreational opportunities, and the use of College recreational fields and facilities.

1.4.3.1.5 Director of Student Activities and Leadership

The Director of Student Activities and Leadership advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.

1.4.3.2 Director of Catholic Institute for Lasallian Social Action (CILSA)

The Director of CILSA 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. CILSA serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

1.4.3.3 Director of Athletics Department

The Director of the Athletics department administers the intercollegiate athletic programs and facilities of the College. The Director recommends to the Vice President for Student Affairs the appointment of all coaches and is responsible for the athletic department budget; NCAA, WCC and other relevant athletic compliance matters, athletic marketing and promotion (in collaboration with the Institutional Marketing and Public Relations department); athletic grant-in-aid allocation (in collaboration with the Admissions and Financial Aid offices); and athletic fund-raising (in collaboration with the Development office). The Director and the Senior Women's Administrator are ex-officio members of the Campus Athletic Council, the Regents Athletic Advisory Committee, and the Student-Athletic Advisory Committee.

1.4.3.4 Director of Events and Conferences

The Director of Events and Conferences coordinates the scheduling of the College's meeting and conference rooms as well as outdoor sites; facilitates the use of campus meeting, recreational, and residential facilities for non-college groups and organizations, especially during the summer months.

1.4.3.5 Director of Public Safety

The Director of Public Safety coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.3.6 Director of Residence Life

The Director of Residence Life establishes policies, programs and procedures relative to student housing and residential life. The Director oversees the on-going development of the educational, social and recreational programs of resident students in collaboration with the School Deans, the Dean of Academic Advising and Achievement, and the Dean for Student Leadership and Development. The administrative staff of the Director of Residence Life are the Resident Community Coordinators, Area Coordinators, Resident Directors/Brothers Counselors, and the Resident Advisors.

1.4.3.6.1 Resident Community Coordinator/Area Coordinator

The Resident Community Coordinators/ Area Coordinators reside in the residence halls and are responsible for specific residence halls; coordinate co-curricular program development for resident students; share responsibility for residence staff supervision and training; assist with the resolution of resident student discipline situations; and assist in building management matters.

1.4.3.6.2 Resident Director/Brother Counselor

The Resident Directors/Brother Counselors reside in the residence halls and are responsible for a specific residence hall and remaining informed of the well-being of the resident students therein. They coordinate co-curricular program implementation for resident students, share responsibility for residence staff supervision and training; function as delegated judicial officers responsible for the resolution of certain resident student discipline situations, and assist in building management matters.

1.4.3.6.3 Resident Advisor

The Resident Advisors are trained graduate or upper division students who work in collaboration with the Resident Director/Brother Counselor under the supervision of the Resident Community Coordinator/Area Coordinator. They are assigned evening duty work hours in the residence halls, and are available to students for general assistance. They attempt to foster an environment conducive to academic scholarship and personal

development, provide co-curricular opportunities, and assist in enforcing the code of student conduct.

1.4.4

VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER

The Vice President for Administration and Chief Financial Officer is appointed by the President with the approval of the Board of Trustees for a term mutually agreed upon, and is responsible to the President. The duties of the Vice President for Administration and Chief Financial Officer include responsibility for all business and financial affairs of the College (business policies, operations, communications, human resources, physical plant and contracted services). The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion, and retention of administrative staff, and the selection of firms contracting with the College to provide services. The Vice President is a member of the President's Council and an ex-officio member of all committees in the areas of business, finance, buildings, technology and human resources.

The administrative staff of the Vice President for Administration and Chief Financial Officer are the Assistant Vice President for Business Affairs, the Executive Director of the Physical Plant, the Director of Information Technology, the Director of Finance/Controller, and the Director of Human Resources.

1.4.4.1

Assistant Vice President for Business Affairs

The Assistant Vice President for Business Affairs supervises the operation of the Purchasing Department and the Print Shop, and assists the Vice President for Administration/Chief Financial Officer in preparation of the annual budget, periodic financial reports, and financial analysis of various program alternatives in order to aid the administration in the decision-making process.

1.4.4.2

Executive Director of the Physical Plant

The Executive Director of the Physical Plant supervises the personnel and the maintenance program of the physical plant, including all buildings and grounds, equipment, utilities, and vehicles. The Executive Director also schedules and coordinates the use of College vehicles.

1.4.4.3

Director of Finance/Controller

The Director of Finance/Controller supervises and directs business office operations, including all accounting functions, cash management, billing, collections, accounts payable, and payroll. The Director of Finance/Controller arranges for an annual audit of the College's financial records.

1.4.4.4

Director of Human Resources

The Director of 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 Director 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.

1.4.4.5 Director of Information Technology

The Director of Information Technology is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The Director oversees campus telecommunications, and coordinates with the Dean for Academic Resources/Director of the Library in supporting the library information technology system.

1.4.5 VICE PRESIDENT FOR PLANNING AND ADVANCEMENT

The Vice President for Planning and Advancement is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the principal external affairs officer, the Vice President oversees the offices of Development, Alumni, Parent Relations, Public Relations, Publications, and Marketing. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. As the principal planning officer for the College, the Vice President oversees the Office of Architecture and Construction and is the reporting officer to whom all planning consultants report. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative staff and appoints other staff. The Vice President is a member of the President's Council, is the chair of the Campus Planning Committee, and an ex-officio member of all committees in the area of advancement.

The administrative staff of the Vice President for Planning and Advancement are: the Assistant Vice President for Development, the Assistant Vice President for Institutional Marketing and Public Relations, the Special Assistant to the President, the Director of Alumni Relations, and the Director of Research.

1.4.5.1 Assistant Vice President for Development

The Assistant Vice President for Development directs all fund raising functions for the College and assumes major responsibility for program planning and implementation of such functions. The Assistant Vice President is responsible for major gifts, planned giving, corporate and foundation relations, annual fund, President's Club and athletic fund raising. The Assistant Vice President is staff to several committees of the Board of Regents and appoints other members of the staff to serve other Regent committees.

1.4.5.2 Assistant Vice President for Institutional Marketing and Public Relations

The Assistant Vice President for Institutional Marketing and Public Relations is responsible for the College's institutional marketing and external relations programs, overseeing the areas of marketing, public relations, community relations, alumni relations, parent relations, and publications.

1.4.5.3 Special Assistant to the President

The Special Assistant to the President may serve in the capacity of spokesperson for the College in the President's place when the President so designates. The Special Assistant works with members of the Advancement staff on calendar and events issues involving the Special Assistant's participation and assumes responsibility for fund raising as directed by the President and the Vice President for Planning and Advancement.

1.4.5.4 Director of Alumni Relations

The Director of Alumni Relations plans, supervises and coordinates the activities of all alumni (including students of both degree and non-degree programs) in cooperation with the officers and board of directors of the alumni association. The Alumni office is responsible for maintaining adequate records of the College's alumni, as well as all records of the boards of directors and the association.

1.4.5.5 Director of Research

The Director of Research is responsible for supervising the research conducted on behalf of the College regarding its donors, as well as for managing the computer information system and the staff associated with the system.

1.4.6 VICE PRESIDENT FOR ENROLLMENT SERVICES

The Vice President for Enrollment Services is appointed by the President for a term mutually agreed upon and is responsible to the President. As the administrative officer primarily responsible for the enrollment and retention of students (recruitment, admission, financial aid, registration, institutional research, progress towards degree), the Vice President is vested with authority commensurate with such responsibility. The Vice President recommends to the President the appointment, promotion and retention of the administrative staff and appoints other staff. The Vice President is a member of the President's Council and an ex-officio member of all committees in the areas of recruitment, admission, financial aid, registration, institutional research, and retention.

The administrative staff of the Vice President for Enrollment Services are the Director of Admissions, the Registrar, the Director of Financial Aid, and the Director of Articulation and Transfer.

1.4.6.1 Registrar

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 Director of Admissions

The Director 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

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.

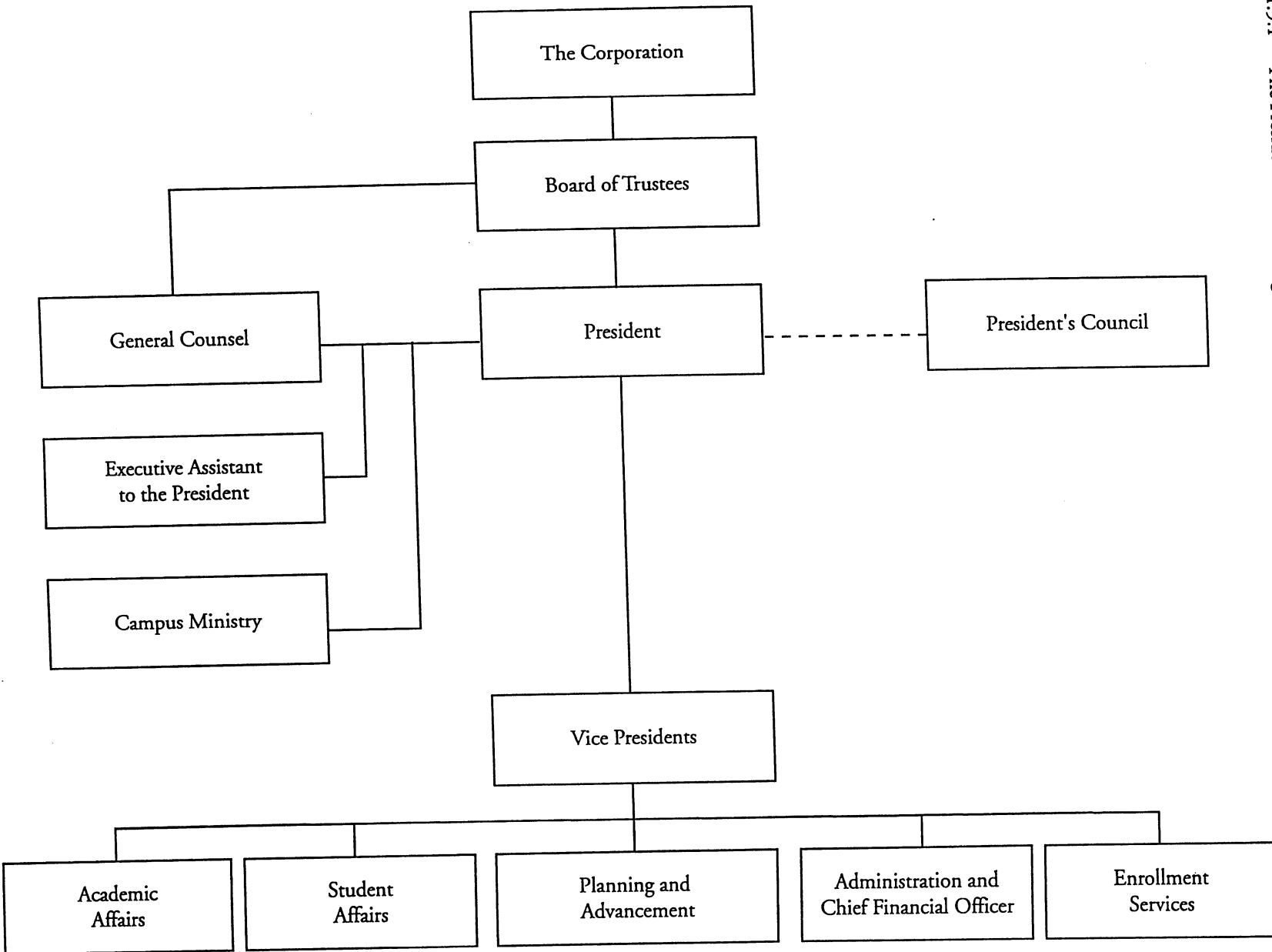
1.4.6.4 Director of Articulation and Transfer

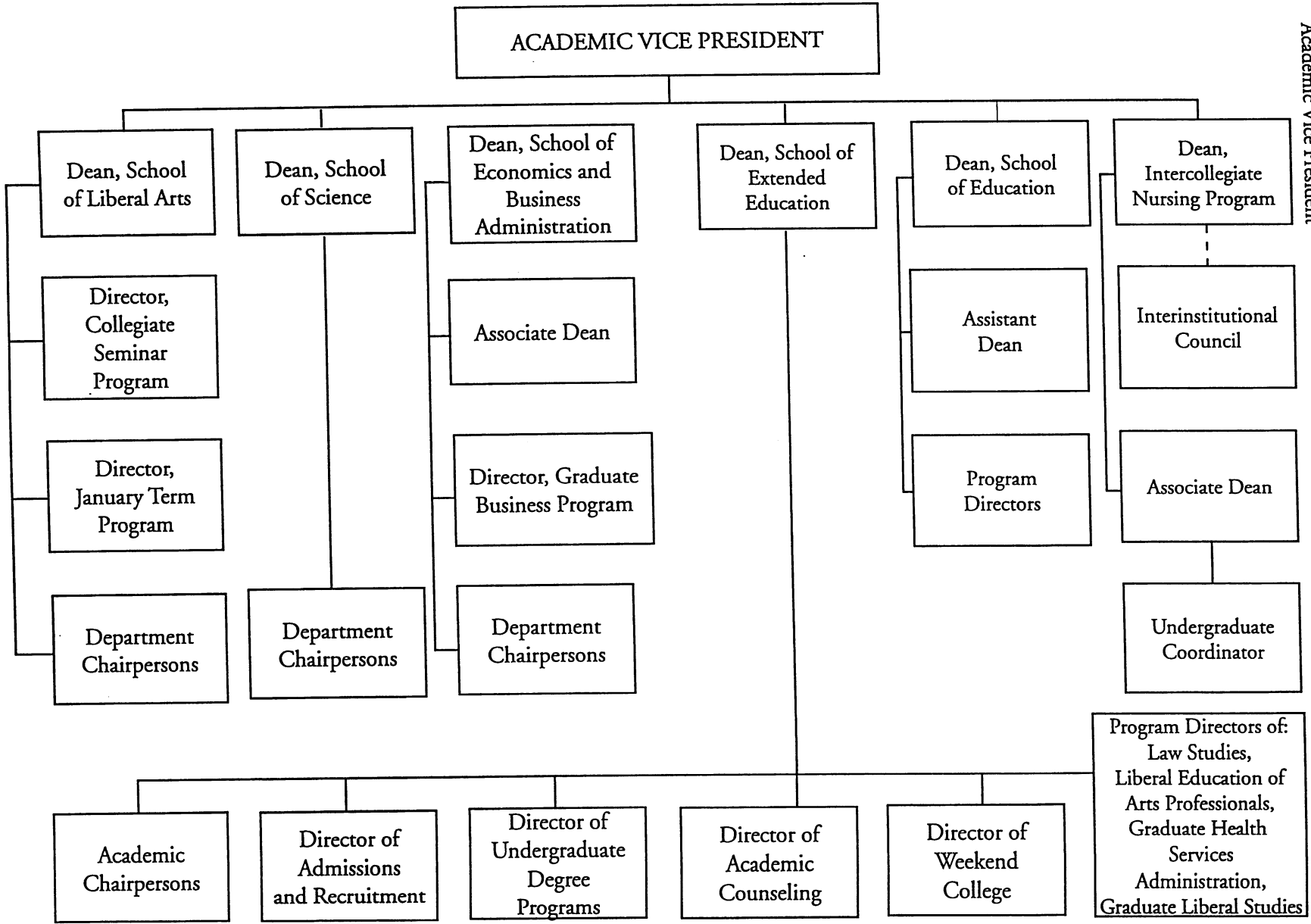
The Director of Articulation and Transfer is the institutional advocate for transfer students. The Director is responsible for developing formal articulation agreements with other institutions of higher education, providing prospective transfer students with preliminary advanced standing evaluations, determining the transferability of courses, and arranging for the course scheduling and orientation of new transfer students. In addition, the Director is responsible for monitoring and addressing other institutional policies and procedures (e.g., residence life, advising, orientation) which affect transfer students.

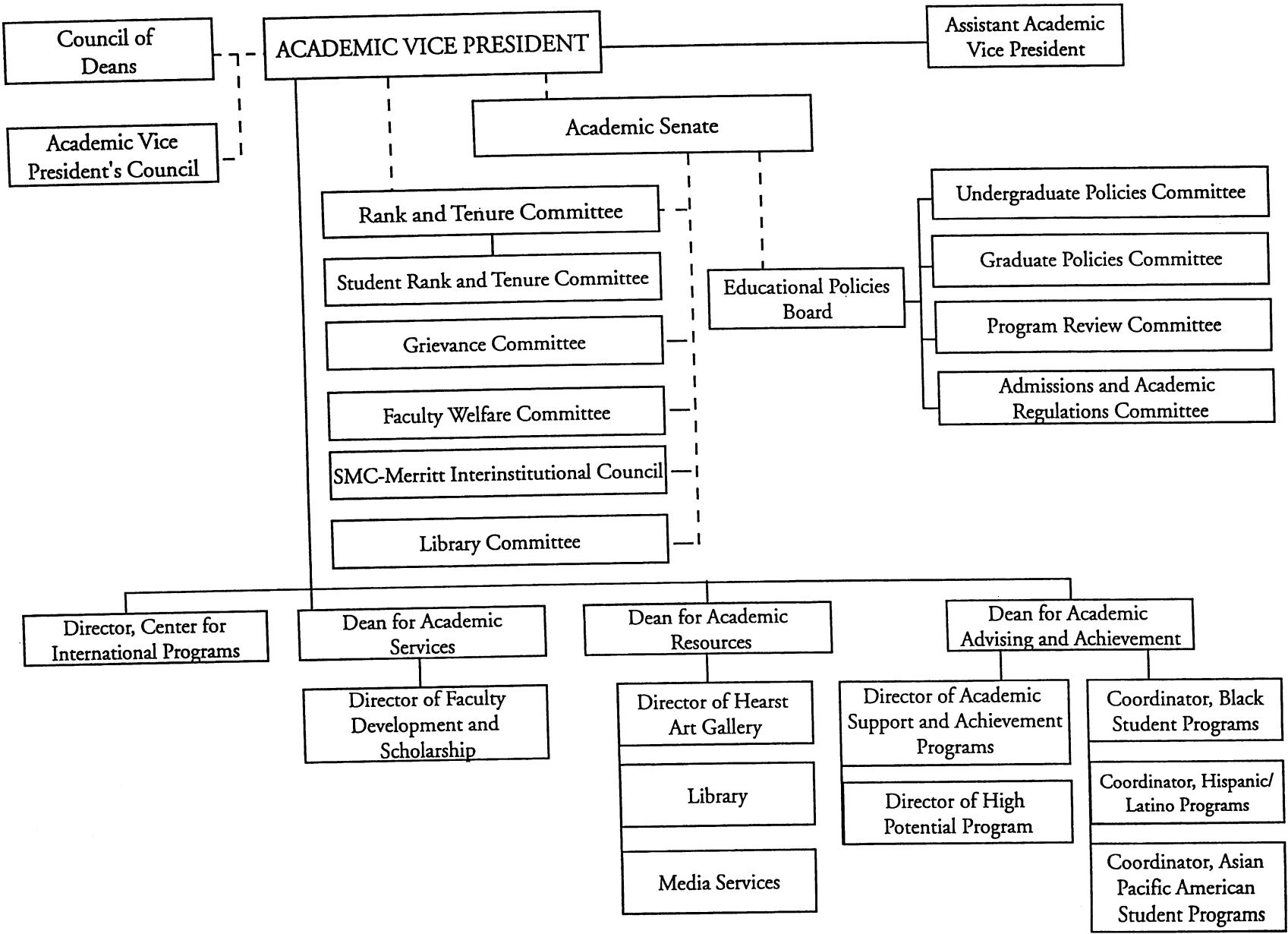
1.4.6.5 Coordinator, International Recruitment and Admissions

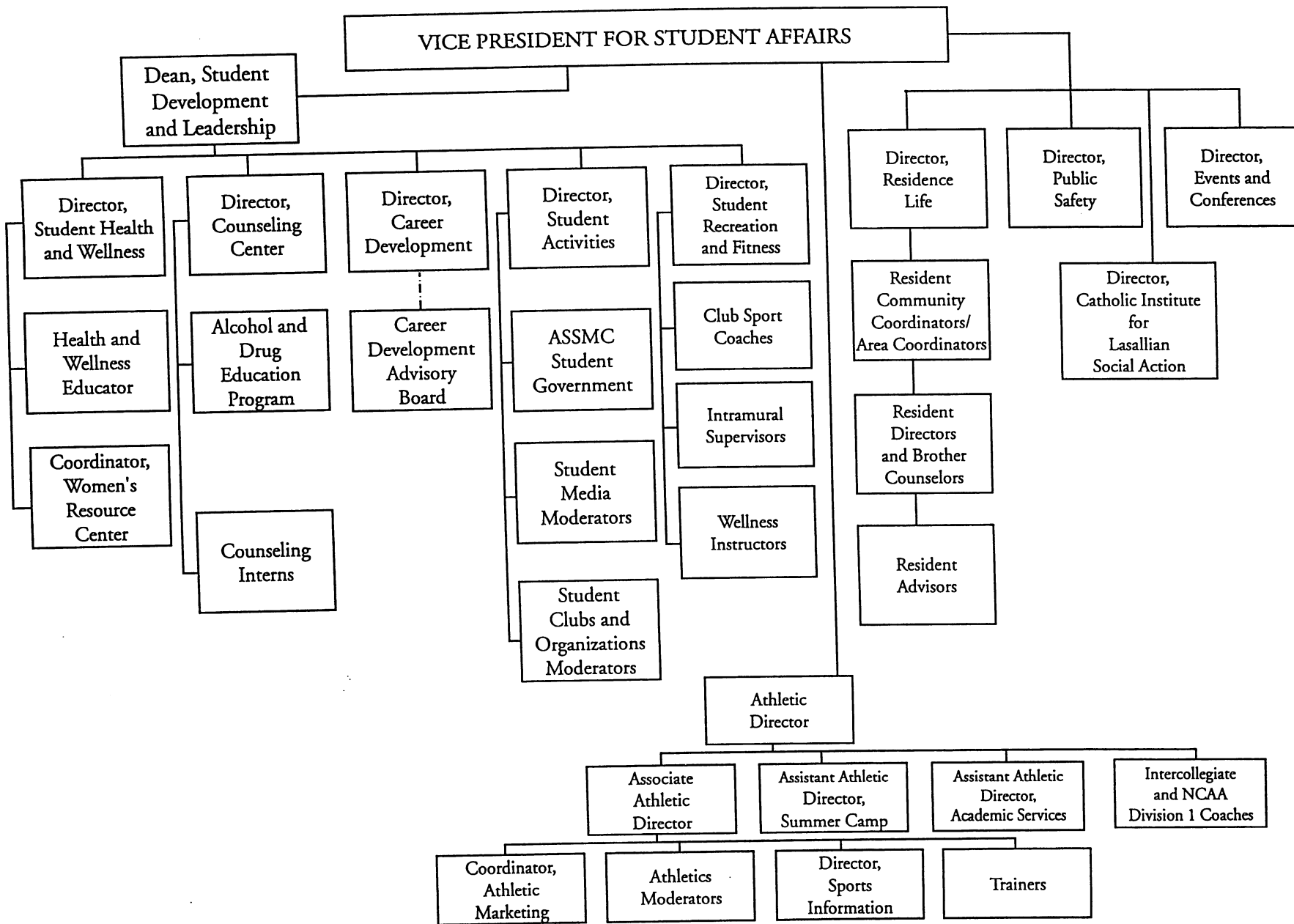
The Coordinator of International Recruitment and Admissions is responsible for the recruitment and admissions of international students to all of the College's programs. In this role, the Coordinator develops and implements recruitment strategies for international students, reviews and makes admissions recommendations on all international applicants, and advises staff and faculty regarding international student admission issues. The Coordinator reports to the Director of Admissions.

1.5 Organization Charts
1.5.1 The President of the College

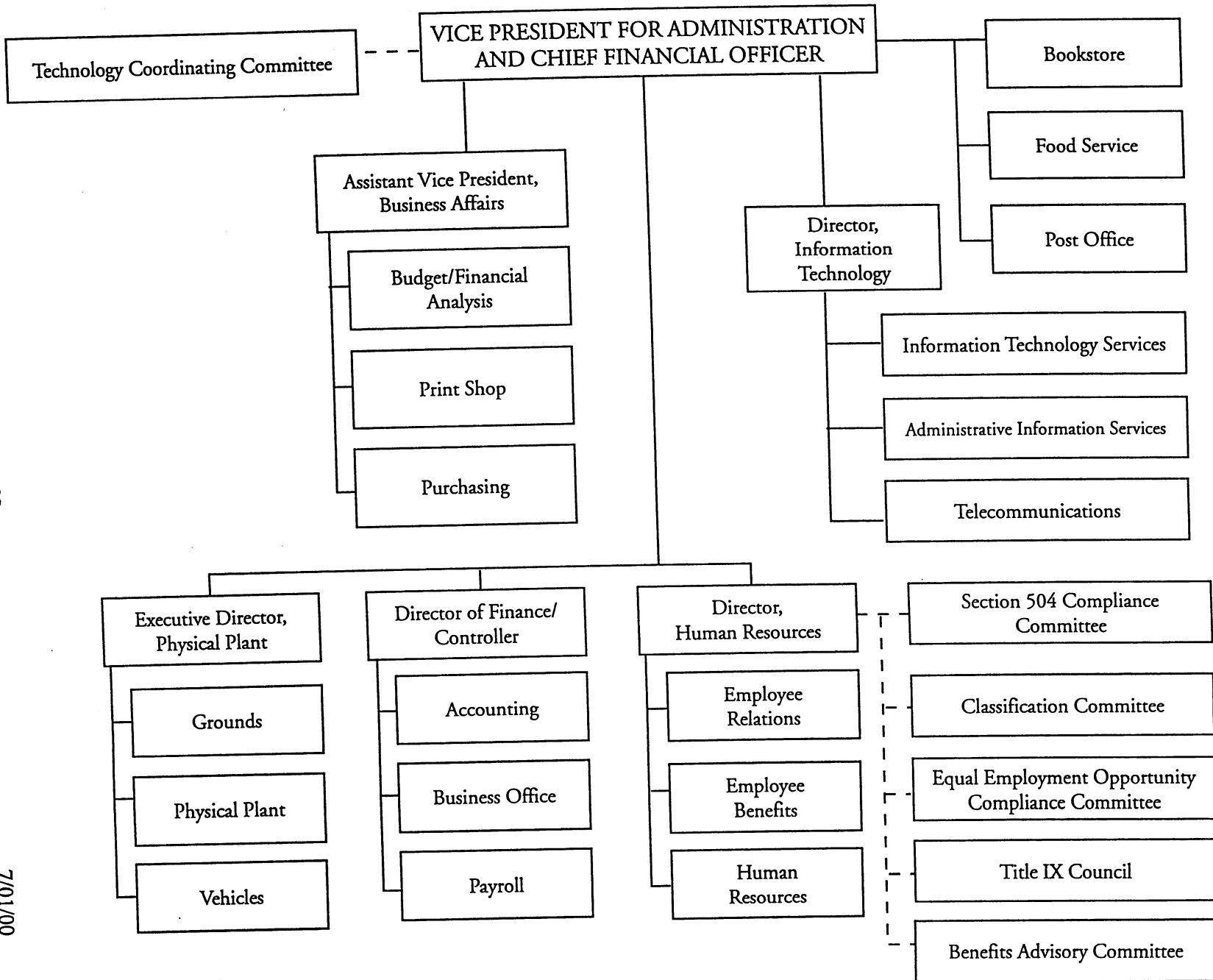




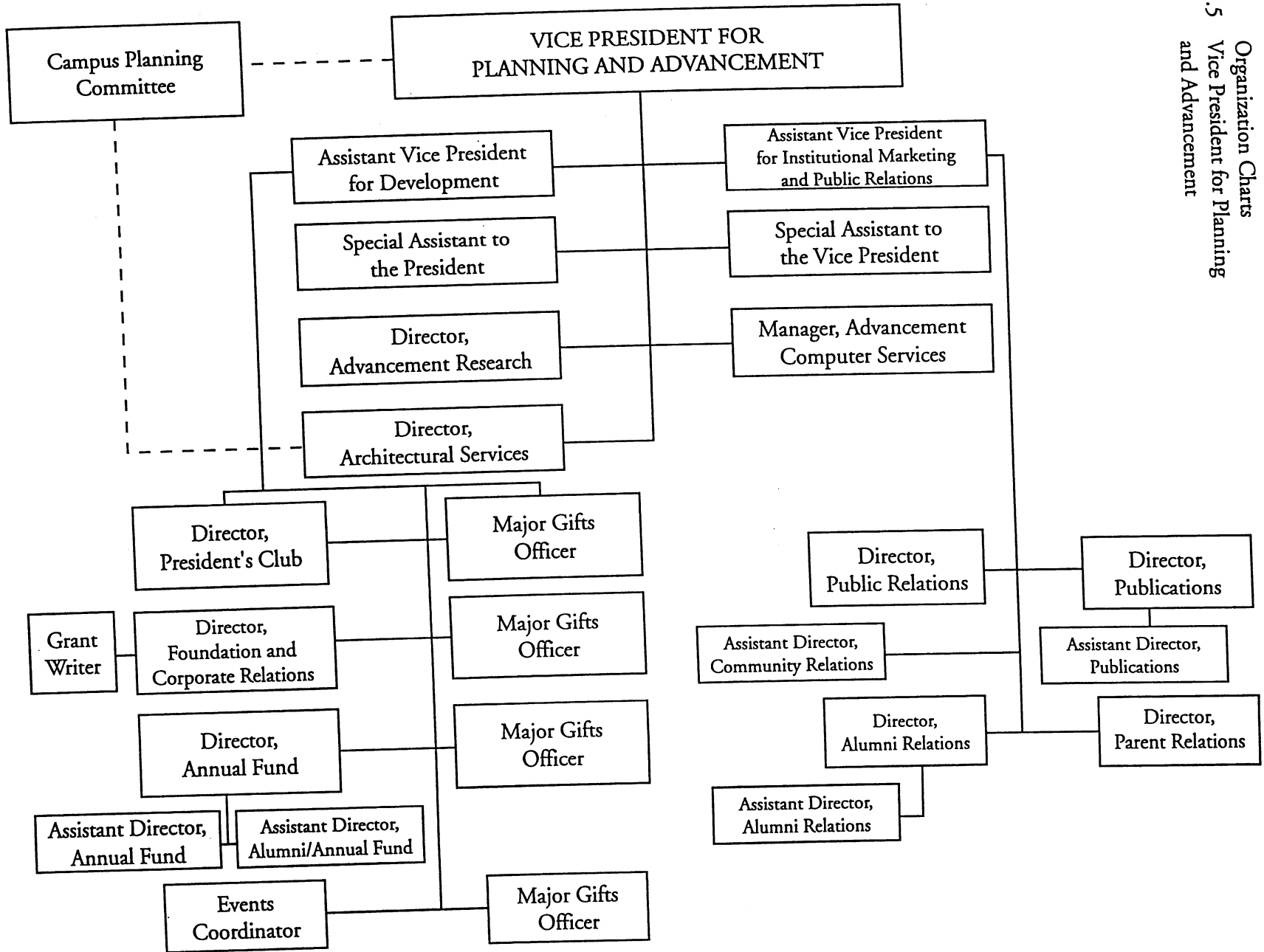


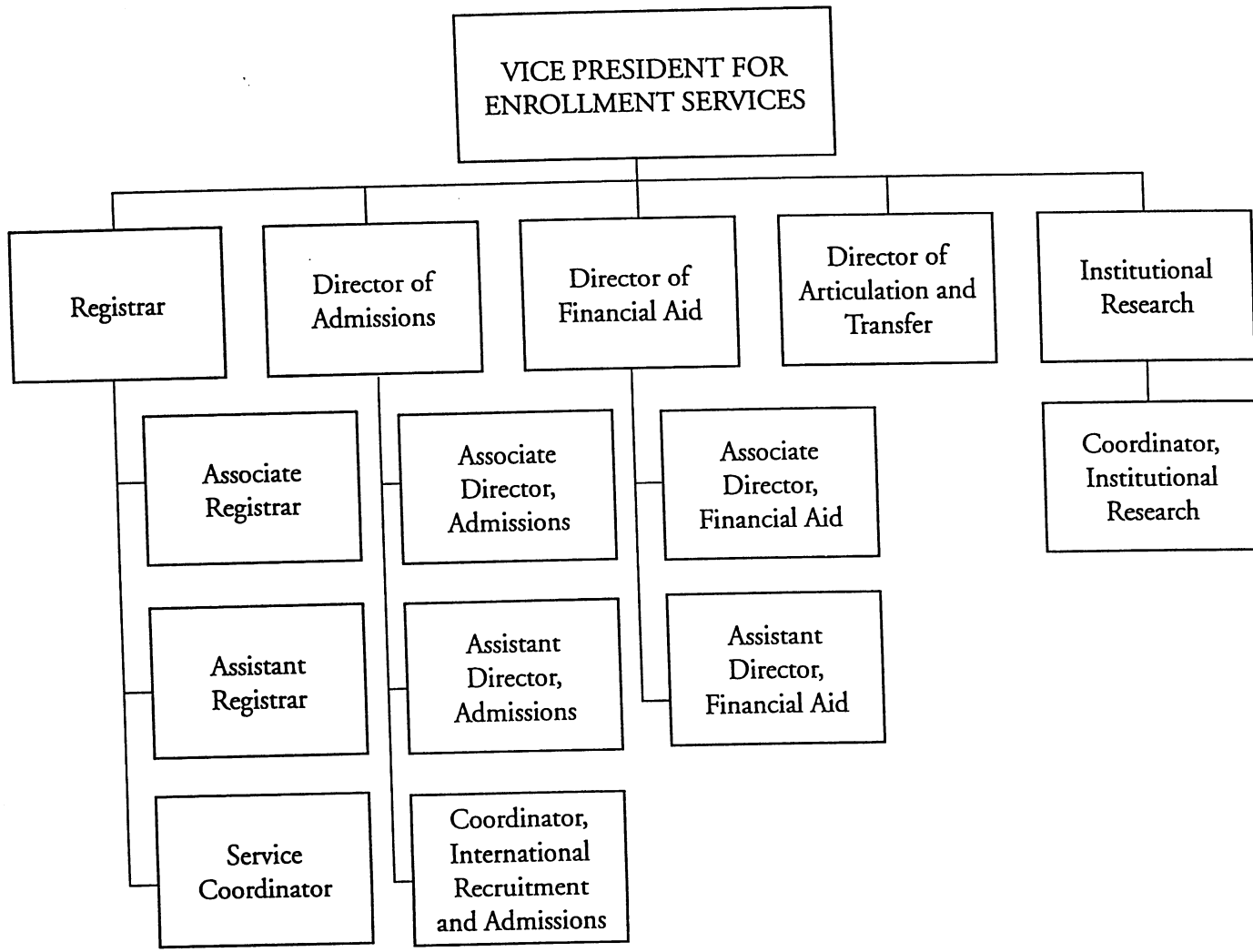


1.5 Organization Charts
 1.5.4 Vice President for Administration
 Chief Financial Officer



1.5 Organization Charts
 1.5.5 Vice President for Planning and Advancement





1.6 GOVERNANCE STRUCTURE

Every decision made and action taken by the College attempts to fulfill the Mission and is guided by its spirit. Because that spirit finds its first and primary expression in the relationship between faculty and students, faculty have a particular responsibility to contribute to the effective operations of the College, especially in academic matters. The following section describes the role played by the faculty in the governance of the College.

1.6.1 SHARED GOVERNANCE

The ideal process for decision-making at the College relies on cooperation and respect among all parties involved. Whenever possible, the outcome will be a result of consensus and/or compromise. Typically, several different groups and individuals initiate and review potential actions prior to adoption. The Board of Trustees has final authority to approve or disapprove of changes to the *Faculty Handbook* (Revision Process of the *Faculty Handbook*, see section 1.8.)

1.6.1.1 Faculty Elections

The Academic Senate conducts faculty elections to determine:

1. Faculty officers and representatives:
 - Chairperson and Vice Chairperson of the Academic Senate;
 - Faculty Representative to the Alumni Board of Directors.
2. Faculty membership on:
 - Academic Senate
 - Rank and Tenure Committee
 - Educational Policies Board
 - Undergraduate Policies Committee
 - Graduate Policies Committee
 - Program Review Committee
 - Admissions and Academic Regulations Committee
 - Faculty Welfare Committee
 - Grievance Committee
 - Equal Employment Opportunity Compliance Committee

1.6.1.1.1 Nominations

1. A Candidate Information Survey will be distributed and compiled under the direction of the Academic Senate in the spring of each year.
2. The Academic Senate will direct the preparation of a nominating ballot for each office/committee seat based on (1) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (2) expression of willingness on the part of individual faculty members to serve as indicated by the survey¹, and (3) the current number of positions held by individual faculty members.

¹ Cf. 2.6.1, under Service to the College, concerning exemption from eligibility due to membership on "intensive workload" committees.

3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (e.g., Associate Professor) and instructional duties (4/7 or more), (2) appointment status of a faculty member at the time of election (e.g., status in spring term for membership effective in fall term). 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.
4. Procedure: Each voter must designate twice as many persons as nominees for an office or membership as will be elected to that office or committee (e.g., two persons must be designated by a voter as nominees for representative). The specified number of persons (e.g., two) receiving the most votes are nominees for the run-off election. Upon being notified of nomination by the Election Committee, a faculty member may decline nomination.

1.6.1.1.2

Balloting

1. Ballots are placed in a locked ballot box (located outside the Senate office) or mailed to the chairperson of the Academic Senate. Each ballot is sealed in an envelope, which is then signed by the voter. The ballot is not valid unless the envelope is so signed.
2. Counting of ballots: (1) No counting will take place unless three voting faculty members are present, or two in the case of machine counting, and none but voting faculty members may count ballots. (2) First, all signatures will be checked against a voting list. (3) Second, all envelopes will be opened and ballots set aside. (4) Third, the ballots will be counted. There must be a reader and a counter overseen by another faculty member. A machine may act as counter. (5) Any discrepancies in counting require a recount of the ballots in question. (6) Invalid or illegible ballots will be determined by the faculty members present. Such ballots will not be counted but will be retained. (7) The resulting tally of votes should be signed by the faculty members who have overseen the counting, a minimum of two. (8) The results should be collated by the faculty officer present (or his/her representative) and the ballots secured by him/her. (9) The ballots are retained by the chairperson of the Academic Senate for one year.
3. Unless otherwise announced, the deadline for any ballot will be Thursday at 2:15 p.m. Counting will not begin before that time.
4. Any ballot must be available for nine school days (days on which undergraduate classes are held), so that all faculty will be able to vote before the deadline.

1.6.1.1.3

Election

From the list of nominees each voter must designate the same number of persons as specified for an office or membership. The specified number of nominees receiving the most votes are elected as members. A faculty member may not decline election.

1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Academic Senate the following are criteria for election:
 - a. Representatives from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education must be faculty who appear on the Rank and Tenure roster.
 - b. Representatives of the School of Extended Education must:
 - i. have taught at least 100 hours in the previous 12 months in the School of Extended Education;
 - ii. or be faculty who appear on the Rank and Tenure roster who have taught two courses in the School of Extended Education within the previous 12 months.
 - c. Representatives from the Intercollegiate Nursing Program must be full-time, regularly ranked faculty members;
 - d. Faculty representing the undergraduate program in their School must teach a majority of their courses in the undergraduate program of that School. Faculty representing the graduate program in their School must have taught at least two graduate courses in the School the previous scholastic year.
 - e. Faculty representing Schools must be elected from their respective Schools (or in the case of the Intercollegiate Nursing Program, by the Samuel Merritt College faculty). A faculty member may stand for election in one School only. Membership in a School is determined by the departmental appointment. In case of dual appointment or multiple eligibility, the faculty member decides in which School he/she will stand for election.
 - f. Faculty representing a program, undergraduate or graduate, in their School must be elected from the respective program. A faculty member may stand for election in one program in a School only. In case of dual appointment or multiple eligibility, the faculty member decides in which program he/she will stand for election.
2. The following are ineligible to stand for election:
 - a. Presidents, Vice Presidents, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
 - b. Faculty whose instructional duties are less than 4/7;
 - c. Chairpersons, directors, etc., whose instructional duties are less than 4/7.

1.6.1.1.5 Voting Rights

1. Elections conducted by the Academic Senate:
 - a. Except in Rank and Tenure Committee elections, all Saint Mary's College faculty members are entitled to vote. Faculty members may vote in one School only, determined by the School where the majority of courses are taught in a given

scholastic year. In the case of an evenly divided number of courses, the faculty member will decide in which School he/she will vote. Full and part-time faculty members may vote for program representatives, undergraduate or graduate, in one program in their School only, determined by the program in which the majority of courses in that School are taught. In the case of an evenly divided number of courses in his/her School, the faculty member will decide in which program he/she will vote.

Adjunct faculty and lecturers are eligible to vote only when teaching one or more full courses in a given quarter or semester or, in the case of the School of Extended Education, when they are faculty members who have taught either within the month preceding the commencement of the election process or meet the criterion 1.b.i. under Faculty Qualifications for Election, (see 1.6.1.1.4). Non-academic administrators and coaches who are full-time College employees are considered adjunct faculty or lecturers if they teach one full course during the scholastic year of the election.

- b. Full and part-time Samuel Merritt College faculty members are entitled to vote for representatives from the Intercollegiate Nursing Program only.

1.6.1.2

The Academic Senate

1.6.1.2.1

Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the Academic Vice President, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.1.1.(3)). It also advises the President and Academic Vice President about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Senate to exercise its judgement in an informed manner.
5. The Academic Senate, in collaboration with the Academic Vice President, may call a General Faculty Meeting for informal discussion on matters concerning the College

community. Some meetings may have an open agenda and others may be planned around broad topics.

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

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see Executive Meetings, section 1.6.1.2.9.1, and General Meetings 1.6.1.2.9.2). These reports and recommendations are submitted to the Academic Vice President. The Academic Vice President will keep the Senate informed of action taken. When the Academic Vice President has chosen not to act or to act contrary to the Senate recommendations, the Academic Vice President informs the Senate of his/her reasons.
2. From time to time, the Academic Senate will make recommendations to the Academic Vice President concerning governance structures at the College. The Academic Vice President will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the procedures and membership of faculty councils and committees of the College. The Academic Senate has these responsibilities for the following committees, councils and governing boards: the Academic Senate, Educational Policies Board, Rank and Tenure Committee, Academic Administrators Evaluation Committee, the Saint Mary's College-Samuel Merritt College Interinstitutional Council, Grievance Committee, Faculty Welfare Committee, Faculty Handbook Review Committee, Faculty Elections Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8.)
4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Academic Vice President. In consultation with the Senate, the Academic Vice President defines procedures for the selection, appointment, and evaluation of Deans.
5. The Academic Senate establishes faculty qualifications for election to office and for voting, and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Academic Vice President for consultation approval or disapproval.
 - a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1-3.
 - b. Any motion of the Senate regarding academic programs of the College is sent to the Academic Vice President for approval, disapproval, or further consideration. The Academic Vice President will act within 90 working days. Requests which are forwarded to the Academic Senate by the Academic Vice President will be acted upon within 90 school days.

1.6.1.2.2 Academic Senate Chairperson

The chairperson presides over both the general and executive meetings of the Academic Senate. He/she sets the calendar for all meetings and the agenda for executive meetings. The chairperson assumes office after serving one year as vice chairperson. He/she receives release time from teaching assignments commensurate with the responsibilities of the office.

1.6.1.2.3 Academic Senate Vice Chairperson

The vice chairperson is elected by the faculty at large for a three-year term, the second year of which he/she serves as chairperson, and the third year of which he/she serves as past chairperson and Faculty Representative to the Board of Trustees (see section 1.7.3.3.)

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 continues as chairperson through the following year, i.e., the year he/she would normally serve as chairperson.

If the vice chairperson cannot assume the office of chairperson upon the latter's completion of 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 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 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 chairperson shall appoint a parliamentarian from the faculty for a one-year term. The parliamentarian, who shall serve at the pleasure of the chairperson, shall be present at all meetings of the Academic Senate (general, executive, special) but shall not have a vote.

1.6.1.2.6 Secretary

The Academic Senate secretary takes minutes of all meetings of the Academic Senate (executive, general, special) and prepares them for distribution to faculty. The secretary also:

1. Prepares agenda (set by the chairperson), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
2. Maintains all pertinent records and correspondence of the Senate, including a current file of all faculty members (School, full- or part-time status, eligibility for election, etc.);
3. Assists the Election Committee in the conduct of elections;
4. Performs other duties related to the conduct of Senate business.
5. The secretary is selected by the chairperson with the assistance of the Human Resources office and according to established College procedures. The secretary reports to the chairperson.

1.6.1.2.7 Membership

The Academic Senate consists of 16 members, distributed as follows:

- chairperson
- vice chairperson (chairperson elect)
- four faculty members from the School of Liberal Arts
- two faculty members from the School of Science
- three faculty members from the School of Economics and Business Administration (two from undergraduate programs, one from the graduate programs)
- one faculty member from the Intercollegiate Nursing Program
- two faculty members from the School of Extended Education
- two faculty members from the School of Education

1.6.1.2.8 Terms of Office

Senators are elected for a three-year term, renewable once consecutively. The terms are staggered so that approximately one-third 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 Senate election in this senator's School.

Should a senator be unable to complete his/her term, the runner-up in the most recent Senate election from the senator's School shall complete the term. If the runner-up is not able to serve, the chair of the Senate will appoint a replacement.

1.6.1.2.9 Meetings

Academic Senate meetings are of two types, executive and general. Ordinarily, one meeting of each type is scheduled each month from September through May.

1.6.1.2.9.1

Executive Meetings

The Academic Senate has five executive duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the Academic Vice President, and the Deans of the Schools.

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

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Policies Committee and the Graduate Policies Committee of the Educational Policies Board directly to the Academic Vice President;
 - b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Policies Committee of the EPB and reported directly to the Dean for Academic Services and the Registrar;
 - c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
 - d. Grievances, which are considered by the Grievance Committee.
2. To set the agendas for general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the Academic Vice President or the Deans of the Schools.
- b. The councils and committees under 1.6.1.2.1.1 (3) above.
- c. The Academic Senate itself. Any member of the Senate, with the consent of the majority of those present at an executive meeting, may place an item on the agenda for the next general meeting.
- d. The faculty. Any faculty member, full- or part-time, may request that an item be placed on the agenda of a general meeting by submitting the request in writing. The Senate will consider placing the item on the general meeting agenda after seeking information from appropriate parties and discussing it in an executive meeting. An agenda item submitted to the Senate with the supporting signatures of ten other faculty members will normally be placed on the agenda of the next general meeting.

In order to avoid jurisdictional disputes and duplication of effort, faculty- and Senate-initiated requests will ordinarily be sent for review to an appropriate council or committee.

Similarly, recommendations and reports received from councils or committees may be returned for further study. Otherwise, all recommendations, reports and requests will be assigned to one of the two following categories:

i. The consent agenda.

- 1) Items identified as "consented to" are those which, in the judgment of the Senate, require no further discussion by the Senate or faculty in a general meeting before a recommendation or decision can be made. Such items are judged to be non-controversial, issues which other committees have fully reviewed and to which the Senate can make no further contribution, or issues on which the opinion of the faculty is already known. A two-thirds majority vote of the Senate is required to place an item on the consent agenda, with the exception of the Educational Policies Board's consent calendar, as explained below. All Senate actions passed on a "consent" basis are announced to the faculty at the next general meeting of the Senate and are directed to the appropriate College officials for further action, if needed.

All items from the EPB come to the Academic Senate and go on a consent calendar, for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the EPB is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College's Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the EPB. Any item may be removed from the consent calendar by a motion supported by five Senators. The Senate will then reconsider that item for further action. The consent calendar is prepared and managed by the vice-chair of the Senate.

ii. Items for consideration

Reports and actions from all faculty committees come to the Senate for consideration, except as defined in (i) above.

3. To conduct faculty elections.
4. To review at the request of the President cases of alleged unprofessional conduct on the part of a faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.2.1).
5. To initiate Senate committees for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Senate shall exercise due caution to assure that the responsibilities of its committees do not overlap those of other existing committees. Senate committees will normally make recommendations to the Senate at its executive meetings.

1.6.1.2.9.2

General Meetings

The general meeting of the Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the

concerns of the faculty. In addition to the items requiring action by the Senate, concerning which the Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

1. Informational items in which the Senate grants invited speakers an opportunity to address the faculty at large;
2. Committee reports;
3. General items of faculty interest, including items not yet ready for action, for which the Senate solicits input from the faculty.

Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a motion not open for debate.

Among the actions the Senate may take at a general meeting on the recommendations and reports it has received are:

1. To discuss and approve;
2. To discuss and not approve, with an explanation of the reasons for non-approval for all principal parties involved;
3. To approve an alternative or to amend; or
4. To return to a particular council or committee with recommendations for reconsideration.

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.

Only Senate members may introduce and vote on motions. The chairperson may choose to poll the faculty members in attendance before a vote is taken. By a two-thirds vote, the Senate can require that a written poll be submitted to the entire College faculty for its response to an issue.

Substantive motions shall require a roll call vote (see Rules of Procedure of the Academic Senate, section 1.6.1.2.14).

The consent agenda from the executive meetings and actions taken at the general meetings are forwarded to the Academic Vice President, with copies to the President of the College.

1.6.1.2.9.3

Special General Meeting

A special general meeting may be called by the chairperson upon request of the President or the Academic Vice President, by a petition to call such a meeting signed by three members of the Senate, or upon presentation of a petition signed by ten voting faculty who are not

members of the Senate. No special meetings may be called without sufficient time (normally one week) for adequate notice to all faculty members.

1.6.1.2.10

The Academic Vice President

The Academic Vice President may:

1. Approve as presented; or
2. Discuss with the Senate possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove.

At the beginning of each scholastic year, the Academic Vice President will submit a report on items pending from the previous academic years, if there are any.

1.6.1.2.11

Quorum

The quorum for meetings of the Academic Senate is ten members and the chairperson or vice chairperson. A quorum must be present within 15 minutes of the scheduled time. In the absence of a quorum, the chair may decide to proceed with the determination of an agenda for the next general meeting. The Senate may not, however, take any other action requiring a vote.

1.6.1.2.12

Attendance

Members of the Academic Senate are expected to attend all meetings. Executive meetings of the Senate may be closed at the discretion of the chairperson.

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 meeting. Staff and students may speak with the permission of the chairperson.

1.6.1.2.14

Rules of Procedure

All 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. 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 Senate secretary. These Rules may be modified only with the approval of the Academic Senate.

1.6.1.2.15

Business Procedures

1. Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a non-debatable motion.
2. The procedure for council or committee recommendations or reports to the Senate is the following:

- a. Councils or committees present to the Senate in writing a signed recommendation or report. A minority report of the committee may be submitted if supported by two voting members of the council or committee.
 - b. The text must be distributed to members of the Senate at least 48 hours prior to the executive meeting at which it will be discussed.
 - c. Any recommendation or report will be considered as a principal motion, seconded by the committee vote, which must be reported.
3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the chairperson of the Senate at least 48 hours prior to the executive meeting at which it will be discussed (see Executive Meetings, section 1.6.1.2.9.1, 2.d.).
 4. Discussion
 - a. Each faculty member wishing to speak to a particular motion is limited to three minutes. Remaining time may be yielded to another speaker.
 - b. Speakers are called in the order in which they have notified the chairperson of their desire to speak.

1.6.1.2.16

Presidential Response

The President of the College may report to the faculty at a general meeting on areas where consultation is needed or on executive action to be taken. Such an executive report should be included on the agenda.

1.7 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEES

The standing committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs Committee
- Advancement Committee
- Finance and Facilities Committee
- Student Affairs and Admissions Committee
- Trustees Committee

1.7.1.1 Executive Committee

Role:

- Reviews the legal position of the college;
- Grants honorary degrees;
- Approves, implements, and determines appropriate duties for standing Board committees;
- Advises the chair on scheduling the three (3) regular Board meetings;
- Performs other such duties as may be delegated to it by the Board;
- Exercises full power of the Board in the event of emergency or exigent circumstances.

Membership: The Committee shall be a standing committee of the chairman of the Board, the chair of each standing committee, the College President, and the Provincial of the San Francisco District of the Brothers of the Christian Schools. The Committee may have staff resources as may be helpful to the Committee.

1.7.1.2 Academic Affairs Committee

Role:

- Oversees the faculty and academic enterprise by reviewing programs and policies.
- Approves new programs and degrees.
- Reviews changes in appropriate sections of the *Faculty Handbook* and brings these changes forward to the full Board for approval.
- Recommends to the Board appropriate candidates for degree conferral.
- Mandates and approves program accreditation when appropriate.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of a primary staff person, the Vice President for Academic Affairs. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.3 Advancement Committee

Role:

- Serves as the Core Development Volunteer Group for the College.

- Provides advice and counsel on matters pertaining to development, public relations, alumni, etc.
- Reviews progress toward current year's goals.
- Reviews long-term objectives and programming.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of a primary staff person, the Vice President for Planning and Advancement. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.4 Finance and Facilities Committee

Role:

- Recommends annually to the Board appropriate tuition rates for the next fiscal year.
- Recommends to the Board an appropriate annual fiscal budget and three-year financial plan.
- Establishes guidelines for salaries and payroll issues.
- Oversees financial aid allocations.
- Approves the financial audit and meets with the auditors.
- Oversees full investment of all funds (endowment, etc.).
- Oversees plan management and construction issues.
- Directs the Audit Sub-Committee.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of one primary staff person, the Vice President for Administration and Chief Financial Officer. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.5 Student Affairs and Admissions Committee

Role:

- Represents students' interests in the Board's policy-making activities.
- Ensures adequate resources for Student Affairs Programs.
- Reviews student development issues in light of the changing needs of students.
- Reviews activities of intercollegiate athletics.
- Reviews the College's admissions program.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of two primary staff persons, the Vice President for Student Affairs and the Vice President for Enrollment Services. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.6

Trustees Committee

Role:

- Develops the desired Board Profile and takes steps through the nominating process to achieve that profile.
- Serves a nominating function by identifying, screening, and ultimately recommending candidates for trusteeship.
- Educates and orients Trustees to their Board responsibilities.
- Nominates Board Officers for full Board approval.
- Conducts self-assessments of the Board on a regular basis.
- Serves as the presidential review committee.
- Recognizes outstanding service and nominates individuals for emeritus status.
- Develops governance policies for Trustees' review and approval.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The College President or his designee will serve as Resource Staff to this Committee. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.2

INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1

President's Council

The President's Council is concerned with the ordinary management of the College and the coordination of all its administrative areas. Members are the President, the Vice Presidents, the Executive Assistant to the President, the General Counsel, and the Academic Deans. Faculty, administrators, students and others participate by invitation or by request. The President's Council meets at the discretion of the President.

1.7.2.2

Equal Employment Opportunity Compliance Committee

Role: The Equal Employment Opportunity Compliance Committee is responsible for reviewing College policies, procedures, and progress regarding equal employment opportunities in hiring, promotion, search for and evaluation of College personnel, and for hearing allegations of harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender (including allegations regarding Title IX), sexual orientation, marital status, medical condition, or physical or mental disability according to established College policies and procedures. Complaints involving conduct that might constitute sexual harassment should be reported promptly and directly to the Director of Human Resources, who is responsible for investigating all such complaints involving employees (e.g., faculty, administrators, staff) of the College, or visitors to the College (e.g., vendors, contractors, or other guests of the College).

Membership:

- Director of Human Resources, chairperson
- two ranked members of the undergraduate faculty, elected by the undergraduate faculty
- one ranked member of the School of Extended Education, elected by the members of the School of Extended Education
- one ranked member of the graduate faculty, elected by the graduate faculty
- one ranked member of the School of Nursing, elected by the members of the School of Nursing
- two members of the College staff, appointed by the Director of Human Resources
- two alternate members of the College staff, appointed by the Director of Human Resources
- College Diversity Coordinator, ex-officio

The first runners-up to each of the elected positions become the alternate members for that position.

After the election but before the announcement of the results, the chair will share the results of the election with the President to avoid any potential conflict of interest. The President may challenge without prejudice any of those so elected. Anyone so challenged will be replaced by the person elected as runner-up.

The chairperson shall designate one member to serve as chairperson in his/her absence.

Meetings: The Equal Employment Opportunity Compliance Committee meets at least once annually to assess equal employment opportunity policies, procedures and progress. Other meetings will be convened by the chairperson to hear any complaints submitted for its consideration.

Terms of membership shall be for two years. One undergraduate faculty member shall be elected every year, and one staff member and alternate shall be appointed every year.

A quorum of members must be present for the Equal Employment Opportunity Compliance Committee to conduct its business. A quorum shall consist of five (5) members or their alternates.

1.7.2.3

Classification Committee

The Classification Committee evaluates new jobs and reviews appeals of classification of existing jobs for placement in the administrative/staff classification system. Members are appointed by the President for three-year terms. The Committee normally meets once a month.

1.7.2.4

Benefits Advisory Committee

The Benefits Advisory Committee advises the Director of Human Resources on possible benefits policy changes and meets with the representatives of benefit providers to review potential changes in coverage. The group also may suggest modifications in College policy governing benefits. Members are four faculty members, two administrative staff members, and two support staff members, appointed by the Director of Human Resources. The Committee normally meets three or four times a year.

1.7.2.5 Financial Aid Appeals Committee

The Financial Aid Appeals Committee conducts hearings for students who wish to appeal their financial aid. Members are the Associate Director of Financial Aid, who serves as chairperson, and members from the faculty selected by the Director of Financial Aid.

1.7.3 ACADEMIC AFFAIRS COUNCILS, COMMITTEES AND FACULTY REPRESENTATIVES

1.7.3.1 Council of Deans

Role: The Council of Deans advises the Academic Vice President regarding:

- All academic matters (programs, management, requirements, etc.) as requested by the Academic Vice President (e.g., recommendations from various councils, committees, etc.);
- Development and updating of long-range academic planning and the academic master plan;
- Quality assurance of all academic programs and activities.

Membership:

- Academic Vice President, chairperson
- Dean of the School of Liberal Arts
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- Dean of the School of Education
- Dean of the School of Extended Education
- Dean of the Intercollegiate Nursing Program
- Dean for Academic Resources
- Chair of the Academic Senate or designee
- Manager of Academic Affairs

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

The Council of Deans ordinarily meets every two weeks. Additional meetings may be called by the chairperson.

1.7.3.2 Academic Vice President's Council

Role: The Academic Vice President's Council advises the Academic Vice President regarding matters pertaining to their various offices and programs.

Membership:

- Academic Vice President, chairperson
- Assistant Vice President for Academic Affairs
- Dean for Academic Advising and Achievement
- Dean for Academic Resources
- Dean for Academic Services

- Director of Faculty Development and Scholarship
- Director of Hearst Art Gallery
- Director of the Center for International Programs
- Chair of Educational Policies Board or designee

The Academic Vice President may augment the committee membership as appropriate.

The Academic Vice President's Council meets monthly and, in addition, meets jointly with the Council of Deans when the occasion warrants.

1.7.3.3

Faculty Representative to the Board of Trustees

The Faculty Representative to the Board of Trustees serves as a liaison between the faculty and the Board of Trustees. The representative is 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 representative has voice but no vote, and is expected to respect those matters designated as confidential by the Chairperson of the Board.

During the third year of his/her term, the elected past chair of the Academic Senate serves as the Faculty Representative to the Board of Trustees. In extraordinary cases, the current chair of the Academic Senate may appoint a substitute to take the place of the Faculty Representative to the Board of Trustees.

1.7.3.4

Faculty Representative to the Alumni Board of Directors

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 which selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend 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.

1.7.3.5

Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the Academic Vice President on reappointment subsequent to interim reviews. (For procedures, see section 2.6.2.2.)

Membership:

- a chairperson (with vote)
 - one representative each from the Schools of Liberal Arts, Science, Economics and Business Administration, Education, and Extended Education, elected for a three-year term, one or two elected each year so that the terms are staggered;
 - one member-at-large (undergraduate or graduate), elected for a three-year term;
 - two alternate members (undergraduate or graduate), elected each year for a one-year term. The alternate members are the faculty persons receiving the highest and second highest number of runner up votes for member-at-large in the regular member-at-large elections. The person receiving the highest number of runner up votes shall be designated the first alternate and the person receiving the second highest number of votes shall be designated the second alternate. The alternate members attend committee meetings but are not required to prepare cases unless taking the seat of a regular member who is absent with notice. The alternate members provide the committee with the flexibility to conduct timely and consistent business. Regular attendance by the alternate members provide the committee with continuity of deliberations and decision-making in the event of the absence of regular members or if required to permanently replace a regular member who must leave the committee.
- Academic Vice President (ex-officio, non-voting)

If a regular member of the Committee is required to leave the Committee permanently within the first two months of the Committee's sessions and if such an absence leaves the Committee without a sitting representative from a School, and if the alternate-at-large is not from that School, the runner up in the unrepresented School will replace the regular member instead of the "second alternate".

In the event a Committee member becomes ineligible to serve due to sabbatical or leave of absence, or is to be considered for promotion during a year when that member would have been on the Rank and Tenure Committee, a replacement election must be held. In addition, if a member is elected chair of the committee, a replacement election for a member-at-large seat must be held to fill any remaining term of service under which the member was originally elected to the committee. The chair will retain the representation for which he/she was elected, i.e., School or member-at-large.

In the event of resignation, an election must be held as soon as possible thereafter, if the Committee is sitting or is to sit.

Faculty Qualified for Election:

1. All ranked faculty (i.e., who appear on the Rank and Tenure roster) whose duties are primarily instructional (i.e., who do not teach less than 55%) and who have attained the rank of Associate Professor are eligible for membership-at-large.
2. For representatives of a School, to the qualifications in 1. are added: Members must be from the School electing them unless no one from the School is eligible; if a faculty member holds appointment in two Schools, he/she must choose the School of eligibility.

3. Members of the faculty are ineligible for election during their sabbatical year, leave of absence, or if they are to be considered for promotion. As a courtesy to all involved, faculty who anticipate a sabbatical leave in the next academic year are encouraged to withdraw their names from nomination.
4. Any faculty member currently serving on the Rank and Tenure Committee is eligible for election as chair of the Committee for the following year. A faculty member is elected chair for a term of one year, and may be re-elected, up to a total of three consecutive terms.

Faculty Who May Vote:

All faculty who appear on the Rank and Tenure roster may vote for appropriate members as specified:

- a. All may vote to nominate and elect members-at-large;
- b. Only those holding appointment in the School may vote to nominate two candidates for the School representatives (if a faculty member holds appointment in more than one School, he/she must decide in which School voting will take place);
- c. All may vote in the final round to elect the representatives from each of the Schools.

Election Procedures: Faculty Positions Other Than Chair

1. Six weeks before the start of the annual campus committee elections, the Office of the Academic Vice President commences distribution of ballots through faculty boxes or by mail in the following election order:
 - a. Representatives of the School;
 - b. Members-at-large;
 - c. Replacement members.
2. Balloting is conducted during one "school week" (five school days in the undergraduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. Two nominations must be made for the ballot to be valid. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). For the member-at-large position three nominations must be made for the ballot to be valid. The three nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot).
4. The election ballot contains the names of the nominees. The nominee receiving the largest number of votes is elected. If the election is for a member-at-large, the runners-up become the alternate members of the Rank and Tenure Committee

Election Procedures: Chairperson

1. On or before February 1, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (Faculty Qualifications for Election (4.) for eligibility, see 1.7.3.5.)
 - a. At that meeting all current faculty members of the Committee who have actively served during that term must be present. An alternate may participate only if that alternate has actively participated in the Rank and Tenure Committee work during the term.
 - b. Any current member may be nominated by any other current member of the Committee. A nomination must be declined or accepted at that time.
 - c. Nominations are closed when no other eligible members are nominated and accepted.
 - d. The faculty members present vote until there is a winner with one vote more than 50% of those cast.

Duties of the Faculty Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;
- to request of the Academic Vice President that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the Academic Vice President at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

Role of the Academic Vice President:

Because the Academic Vice President makes his/her own separate recommendation in the Rank and Tenure process, the role of the Academic Vice President on the Rank and Tenure Committee is advisory. The Academic Vice President's presence as an ex-officio non-voting member is important in order for the Academic Vice President to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings: The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.5.1

Student Rank and Tenure Committee

Role: The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding reappointment, tenure and promotion of full-time 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 interim review, tenure and promotion. It makes formal written recommendations on candidates for tenure and promotion.

Membership:

- chairperson appointed by the Student Body President
- five to six student members appointed by the Student Executive Council

Meetings: Meets as often as necessary, depending on the number of personnel to be reviewed.

1.7.3.6

Educational Policies Board

Role: The Educational Policies Board makes recommendations to the Academic Senate regarding undergraduate and graduate admission and matriculation policies and regulations, curriculum, faculty and student evaluations associated with classroom activities, sabbatical recommendations, and student awards. The EPB brings the issues of undergraduate and graduate education at the College together for consideration and review. Though different in many specific ways, undergraduate and graduate programs must be considered together in the light of the College's Mission. The EPB is charged with strengthening the understanding of faculty and administrators about the needs of each type of program and also how decisions in one area affect others or have an impact on the College as a whole. No fewer than two reassigned times are allocated to this Board, one of which is allotted to the chairperson of the EPB.

The EPB meets monthly during the academic year to plan and review the work of its four committees: Undergraduate Policies, Graduate Policies, Admissions and Academic Regulations, and Program Review. These committees meet as needed throughout the year. It is the responsibility of the committees to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Board.

Membership: The Educational Policies Board is composed of 23 to 24 members and a chairperson. The vice chairperson assumes the office of chairperson after serving one year as vice chairperson. The chairperson becomes past chairperson in the year following service as chairperson. The chairperson, vice chairperson, past chairperson, and vice chairperson of the Academic Senate (ex-officio) form an Executive Council for the purposes of committee appointments and coordination of the responsibilities and activities of the entire Board.

All faculty members elected to the EPB must satisfy the Qualifications for Election (see section 1.6.1.1.4). The Executive Council may appoint some graduate members on the basis of need rather than qualification for election.

- chairperson
- vice chairperson (chairperson elect)
- past chairperson (in the year following service as chairperson)
- one Academic Dean appointed by the Academic Vice President (non-voting)

- two faculty members elected from those teaching in the undergraduate programs of the Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education
- one faculty member from any School undergraduate program, elected at-large
- one faculty member elected from those teaching in the graduate programs of the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education
- two or three faculty members appointed as needed by the EPB Executive Council to fill Committee positions for graduate program faculty
- a representative of the Intercollegiate Nursing Program from Samuel Merritt College appointed by the Executive Council in consultation with the Dean of Nursing
- librarian or appointed designee (non-voting)
- the vice chairperson of the Academic Senate (non-voting)

The vice chairperson (chairperson-elect) is elected by the faculty at-large for a three-year period of service: one year as vice chairperson, one year as chairperson, and one year as past chairperson. One year the vice chairperson is elected from those faculty who teach in graduate programs. In the alternate year the vice chairperson is elected from those who teach in the undergraduate programs. In the absence of the chairperson, the past chairperson acts as chairperson. The vice chairperson acts as chairperson if neither the chairperson nor past chairperson is able to perform this duty.

In addition to chairing meetings of the entire EPB, the chairperson also chairs either the Undergraduate Policies Committee, or the Graduate Policies Committee, based on the chairperson's status as undergraduate or graduate faculty. The vice chairperson chairs the other of those two committees. The term of chairing either the Undergraduate or Graduate Policies Committee is two years preceded by one year as vice chair on the same Committee. This person chairs the EPB one year only, but remains as past chair of EPB and chair of either the Undergraduate or Graduate Policies Committee. In short, one serves his/her three-year term on the same committee. The chairperson of the Admissions and Academic Regulations Committee and the chairperson of the Program Review Committee come from within the committees themselves, by appointment from the chair and vice chair of the EPB.

As of the academic year 2000-2001, terms of office are for three years, with approximately one-third of the Board elected each year as equally as possible from among all the Schools.

1.7.3.6.1

Undergraduate Policies Committee

Membership: This Committee is composed of four undergraduate faculty members from the EPB and is chaired by the chairperson or vice chairperson of the EPB, as appropriate, who is granted one reassigned time. The chairperson of this committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work, for as long as needed.

Duties:

1. Make recommendations to the EPB on matters of undergraduate curriculum, especially:
 - a. changes to general undergraduate education requirements or initiation of new ones;

- b. appropriateness of all credit and non-credit courses proposed for addition to the undergraduate College catalogues except for January Term courses;
 - c. review of academic issues involved in all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;
 - d. 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;
 - e. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs;
 - f. 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. Create and disseminate to all faculty guidelines for the development of "experimental course offerings" by departments and Schools. These guidelines include criteria for assessment after at least two and no more than three offerings, to guide the EPB in its deliberations on permanent approval of new course offerings. All individual course approvals should be based on both the guidelines and the way in which the course serves the overall curriculum of the department or program. The Committee encourages a dialogue and collegial relationship with individual instructors and with departments and programs concerning the planning of curriculum. Individual instructors proposing courses or representatives of departments and programs may request a meeting with this Committee to discuss a proposal under consideration.
 3. Together with the Graduate Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave, section 2.10.1.
 4. Together with the Registrar's office, department chairs, academic Deans, and the Dean for Academic Services, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

1.7.3.6.2

Graduate Policies Committee

Membership: This Committee is composed of three graduate faculty members from the EPB and is chaired by the chairperson or vice chairperson of the EPB, as appropriate. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Duties:

1. Make recommendations to the EPB on matters of graduate curriculum, especially:
 - a. Academic integrity of new programs;
 - b. Discontinuance of current programs;
 - c. Special academic problems, such as the proper role of technology in providing academic programming (distance learning, etc.) or the impact of one program's proposed changes on the other departments or programs;
 - d. How graduate programs relate to the stated Mission of the College and its three traditions.
2. Together with the Undergraduate Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave, section 2.10.1.
3. Work to identify the unique educational aspects of graduate education at Saint Mary's College and to increase faculty understanding of them, especially in the context of shared educational goals (as expressed in the Mission statement) that define both undergraduate and graduate education at the College. Attend to the distinctive needs of graduate students.
4. Convene meetings of the chairs and program directors of all graduate programs, college-wide, to advise the Committee and to aid in its work as needed.

1.7.3.6.3

Program Review Committee

Membership: This Committee is composed of three undergraduate and three graduate faculty members from the EPB, who select from among themselves a chairperson, or request that the chairperson of the EPB appoint one of them as chairperson. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Duties:

1. Create clear guidelines regarding content and form for a systematic review of all undergraduate and graduate degree and non-degree programs on a five-year, rotating basis.
2. Administer that review process following these steps:
 - a. the Committee notifies each department and program of the entire five-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date beginning in the academic year 1999-2000;
 - b. departments and programs are responsible for preparing a self-assessment, responding specifically to the guidelines created by the Committee;

- c. this self-assessment is submitted to the Dean of the appropriate School who reviews it and sends it forward with his/her own brief written evaluation to this committee by the requested deadline;
- d. the Committee prepares a complete written review, requesting additional information where needed, and after review and approval by the entire EPB, sends it to the department or program under review, the Dean of the appropriate School, and the Academic Vice President. (Following this step in the process, the Academic Vice President will arrange a meeting with the department or program, the appropriate Dean, and the chair of the Committee in order to respond to the review);
- e. administrative issues, particularly budgetary, will be responded to by the Dean or the Academic Vice President within twelve months of reception of the review;
- f. subsequent self-assessments by the department or program must respond substantively to the previous review by the Committee and address the comments of the Dean and the Academic Vice President;
- g. departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the EPB at the request of this Committee, and by order if the chairperson of the Educational Policies Board, all Board actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

1.7.3.6.4

Admissions and Academic Regulations Committee

Membership: This Committee is composed of two undergraduate and two graduate faculty members from the EPB and chaired by the past chair of the EPB. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

Duties:

1. After investigations and review, make recommendations to the EPB concerning:
 - 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, 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 for all undergraduate and graduate programs;

- d. the Undergraduate and Graduate Policies Committees share responsibility with the Admissions and Academic Regulations Committee regarding graduation requirements for the respective constituencies, and all three should work together on particular issues before making their individual recommendations to the entire Board;
 - e. standards and evaluation processes for both faculty and students in connection with academic classes.
2. With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Policies Committee.

1.7.3.7

Saint Mary's College-Samuel Merritt College Interinstitutional Council

Role: The Interinstitutional Council facilitates coordination of the Intercollegiate Nursing Program. It advises the Dean of the Intercollegiate Nursing Program on the program in such areas as:

1. Approval of specific degree requirements and major curricular revisions within the context of the Agreement between the two parent institutions;
2. Academic policies and procedures (e.g., grading appeals and grievances, withdrawals, student disqualification from the program);
3. Communication and dissemination of information;
4. Program coordination: long-range planning, program evaluation, joint publications and ceremonies, accreditation and special reports, operational activities (recruitment, admissions, records, student services).

The Dean of the Intercollegiate Nursing Program is responsible for making recommendations to the Educational Policies Board and to the Academic Senate, as pertinent.

Meetings: The Interinstitutional Council meets at least three times per year. The chairperson may schedule additional meetings.

Membership:

- Dean of the Intercollegiate Nursing Program, chairperson
- Dean of Student Affairs and Research (Samuel Merritt)
- Dean for Academic Services (Saint Mary's)
- two faculty members from Saint Mary's College appointed by the Academic Vice President
- two faculty members from Samuel Merritt College appointed by the Academic Dean (Samuel Merritt)
- two student members, one from Saint Mary's College and one from Samuel Merritt College, appointed by the student body presidents of the two institutions
- Academic Vice President (Saint Mary's), ex-officio, non-voting
- Academic Dean (Samuel Merritt), ex officio, non-voting

1.7.3.8

Library Committee

Role: The Library Committee serves as an advisory resource to the Director of the Library. The chairperson of the Library Committee serves as a liaison between the Director of the Library and the Academic Senate. The chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Acquisitions and collection development;
3. Budgetary needs;
4. Public services of the library.

Membership:

- four ranked undergraduate faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education, appointed by the Deans of the respective Schools for two-year renewable terms, appointments to be staggered
- one ranked graduate faculty member, appointed by the chairperson of the Educational Policies Board, for a two-year term
- one ranked faculty member, appointed by the Dean of the Intercollegiate Nursing Program
- one professional librarian, appointed by the Director of the Library, for a two-year term
- one graduate student, appointed by the chairperson of the Educational Policies Board
- one undergraduate student, appointed by the Student Body President, ASSMC
- one undergraduate student from the School of Extended Education, elected by the class representatives
- chairperson of the Intercollegiate Nursing Program
- Director of the Library

Meetings: The Library Committee meets four times per academic year. Additional meetings may be called by the Academic Senate, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the Director of the Library, prepares the agenda for Committee meetings.

1.7.3.9

January Term Committee

Role: To recommend to the Dean of the School of Liberal Arts 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 academic activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term (chairperson)
- four ranked faculty members appointed by the Dean of the School of Liberal Arts for three-year (staggered) terms
- one student appointed by the Student Body President
- Dean for Academic Services, ex-officio
- Registrar, ex-officio

1.7.3.10

Committee on Academic Appeals

Role: A faculty/student committee which hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened by the Dean for Academic Services, at the request of the student:

1. To hear appeals regarding decisions of the Dean of the School or of the Registrar (and approved by the Dean of the School) concerning courses, standards, academic regulations and requirements for graduation;
2. To hear appeals regarding grades given by instructors;
3. To hear appeals regarding charges of academic dishonesty lodged against students by instructors or by the Registrar.

Membership: Three ranked undergraduate faculty members from the Educational Policies Board, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, and three ranked alternates, appointed by the past chairperson of the EPB for one year renewable terms; two students appointed by the Student Body 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 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 Dean of Academic Services within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see Academic Honesty Policy, section 3.1.1.)
2. The student is normally expected first to take his/her grievance to the instructor or administrator involved. If the student is not satisfied with the outcome, he/she should next take the grievance to the department chairperson or to the appropriate academic administrator.
3. If the grievance is not resolved in step 2, the student will file a written statement of grievance with the Dean for Academic Services. The Dean will notify the appropriate instructor, department chairperson, and the School Dean that a grievance has been filed.
4. If the student decides not to pursue the grievance, he/she must advise the Dean for Academic Services that the notification and/or statement of grievance be withdrawn.

5. The grievance must be brought to the Committee on Academic Appeals before one long term has elapsed since the term in which the cause for appeal occurred.
6. The Committee will not consider a grievance until and unless all the above avenues of informal resolution have been pursued.
7. In convening for a specific case, the Committee chooses its own chairperson. Representatives of the two principals (a ranked faculty member chosen by the student and a ranked faculty member chosen by the other principal) 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. Minutes of the proceedings will be taken and kept on file in the Office of the Dean for Academic Services. All proceedings and correspondence, and the minutes are confidential and will not be maintained in the student's permanent academic record.
9. In hearing an appeal, the Committee has authority to:
 - a. set time limits on presentation by representatives of the two principals;
 - b. request written statements from the principals, if necessary;
 - c. determine if the principals are to appear before it;
 - d. consider during its deliberations all documents and any records considered by the initiating instructor or administrator; oral and/or written argument of both principals; additional evidence the Committee deems appropriate.
10. The Committee, upon reaching a majority decision, has the authority in the individual case to instruct the Registrar to waive an academic regulation or requirement, make an exception to an academic standard, or to change a grade.
11. The Committee gives written notification of its decisions to the principals.

1.7.3.11

International Programs Coordinating Committee

Role: The International Programs Coordinating Committee coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner.

Activities supported by the Committee include, but are not limited to, the following:

1. Cultivating and attracting international students by
 - a. recommending policies which encourage international students to attend Saint Mary's College;
 - b. identifying and seeking scholarship funds for such students to study at Saint Mary's College, in collaboration with the Development office.

2. Encouraging cooperation with the Christian Brothers' worldwide network by
 - a. attracting graduates of Christian Brothers institutions worldwide to Saint Mary's College;
 - b. entering into collaborative programs with other Christian Brothers colleges and university.
3. Encouraging an undergraduate and graduate curriculum at Saint Mary's College that prepares students for work and service in an interdependent world by
 - a. encouraging the study of cultures and languages both here and abroad;
 - b. encouraging the clustering of existing courses to create area studies;
 - c. encouraging the introduction of international perspectives in existing courses at the undergraduate and graduate levels.
4. Encouraging faculty, staff, and student exchanges with other institutions internationally by
 - a. hosting visiting Fulbright and Marshall Fellows;
 - b. developing data bases for such exchange opportunities;
 - c. fostering the development of foreign language competence among faculty, staff, and students.
5. Supporting a Programs Abroad Committee which itself encourages students to study in foreign countries by
 - a. recommending policies which encourage appropriate study abroad by students from Saint Mary's College;
 - b. advising the Registrar regarding specific study abroad programs;
 - c. reviewing and approving student requests for study abroad for pre-approval of transfer credits;
 - d. collecting materials from programs abroad which are consistent with Saint Mary's College educational goals;
 - e. evaluating and visiting specific programs.

Members of the Programs Abroad Committee are:

- Director of the Center for International Programs
- Registrar
- four full-time faculty members, two from the School of Liberal Arts, one each from the Schools of Economics and Business Administration, and Science, appointed for three-

year staggered terms by the chairperson of the Academic Senate (faculty to have a demonstrated interest in and knowledge about study abroad)

The Programs Abroad Committee elects its own chairperson for a one-year term, renewable.

The Programs Abroad Committee meets a minimum of four times yearly.

Meetings: The International Programs Coordinating Committee meets a minimum of four times yearly.

Membership:

- Director of the Center for International Programs (chairperson)
- Chairperson of Programs Abroad Committee
- Coordinator of International Recruiting and Admissions
- Director of Graduate Business Programs
- Registrar
- Dean of Academic Advising and Achievement
- Director of Admissions
- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the Academic Vice President, who may appoint up to two additional members.

1.7.3.12

Celebrating Diversity Committee

Role: The Celebrating Diversity Committee evaluates annually the degree to which Saint Mary's College meets the ongoing recommendations and guidelines which promote diversity objectives, as outlined in the "Celebrating Diversity" document (May 21, 1991) and augmented by subsequent recommendations and reports. The Committee provides an annual report to the President and the Academic Senate by August 1 regarding Saint Mary's College's progress toward compliance with the recommendations itemized under Areas I through V in the "Celebrating Diversity" document.

Membership:

- two faculty members
- two staff members
- two administrators
- one alumnus/alumna
- one student

The faculty and staff members and administrators are appointed by the President for three-year terms, staggered. The alumnus/alumna is appointed by the President for a two-year term, and the student for a one-year term, renewable.

1.7.3.13

Committee on Human Research

Role: The Committee on Human Research informs the College community at-large concerning the responsibilities of faculty, student or administrative 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 are in conformance with federal regulations.

The Committee's responsibilities include:

1. The formulation of guidelines and policies which 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 designee and the College's General Counsel.
2. 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 researchers to assure concordance with aforementioned guidelines. The guidelines specify which research is included and which is exempt from the Committee's research.

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.
 - b. Students who carry out research projects involving human subjects. Approval of the student's protocol by the faculty member sponsoring and supervising the research is to accompany the proposal to the Committee.
4. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Dean for Academic Services on the research approved.

Membership:

- two faculty members from the School of Science
- one faculty member from the School of Liberal Arts, excluding the Department of Health, Physical Education and Recreation
- one faculty member from the Department of Health, Physical Education and Recreation
- one faculty member from the School of Economics and Business Administration
- one faculty member from the School of Extended Education
- one faculty member from the Intercollegiate Nursing Program
- 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
- General Counsel, ex-officio, or other designee appointed by the President
- Dean for Academic Services, ex-officio

Meetings: The Committee meets as frequently as necessary.

All faculty members of the Committee are ranked faculty appointed by the Deans of their respective Schools or programs for two-year renewable terms, terms to be staggered.

The Committee elects its chairperson annually from among its membership.

1.7.3.14

Faculty Development Fund Committee

Role: The Faculty Development Fund Committee reviews applications from undergraduate and graduate faculty members for awards from the Faculty Development Fund (see also section 2.10.2).

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications.

Membership:

- Dean for Academic Services (chairperson)
- Director of Faculty Development and Scholarship
- six ranked faculty members, one each from the Schools of Liberal Arts, Science, the undergraduate program of the School of Economics and Business Administration, the Schools of Education and Extended Education, and from the Graduate Business Programs, appointed by the Deans of the Schools.

1.7.3.15

Orientation Committee

The orientation program for new undergraduate students seeks to aid their transition into Saint Mary's College by integrating them into the academic and student life of the College, and by structuring opportunities for the interaction of new students with faculty, staff, and continuing students. Orientation is a shared responsibility of the Offices of Academic Affairs and Student Affairs. Programs for new students are offered during the summer and at the beginning of each term. A concurrent program for the families of new students is also provided with the assistance of the Director of Parent Relations. The Orientation Committee oversees all aspects of the orientation programs (i.e., academic advising, orientation sessions, Move-In Day, and Welcome Week).

Membership:

- Assistant Academic Vice President (co-chair)
- Dean for Student Development and Leadership (co-chair)
- Dean for Academic Advising and Achievement
- Director of Admissions
- Director of Student Activities
- Director of Events and Conferences
- Director of Collegiate Seminar
- Registrar
- three faculty members, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Deans of the School
- three students, once each from the above-noted Schools, appointed by the Student Body President in consultation with the Dean for Student Development and Leadership
- the coordinator of Student Orientation Staff (SOS)

1.7.3.16

Committee on Student Advising

(Description pending)

1.7.4

ACADEMIC SENATE COMMITTEES

1.7.4.1

Grievance Committee

(For Grievance Procedures, see section 2.16.)

The Grievance Committee will be constituted as follows:

Membership:

- six undergraduate faculty members, two elected at-large each year by the undergraduate faculty, to three-year terms
- two graduate faculty members, elected at-large by the graduate faculty to three-year terms
- one Extended Education undergraduate faculty member, elected by the Extended Education faculty for a three-year term

Elections of the graduate and Extended Education faculty members are so arranged that one is elected each year. Vacancies of regular Committee members are filled in the next election. Vacancies are filled for the amount of term remaining.

Department chairpersons are not eligible to serve on the Grievance Committee. Faculty members who sit, or who sat, in the preceding year, on the Rank and Tenure Committee, are not eligible to serve on the Grievance Committee.

The Committee will have an alternate membership composed of the runners-up to each of the regular members elected in that year, the alternates to have one-year terms. The alternates form a pool to replace any regular member who, through appointment to department chairperson, or election to the Rank and Tenure Committee, or any other cause, becomes ineligible to serve on the Grievance Committee. Runners-up to the graduate faculty members elected, and runners-up to the Extended Education faculty member will serve as alternates to either the graduate faculty member or the Extended Education faculty member. In the event of a replacement the next runner-up becomes the alternate.

For the hearing of each particular case, each party to the grievance can challenge two members. If insufficient challenges are registered, the Committee is reduced to five by lot, the chairperson to be elected by the Committee.

The chairperson of the Academic Senate will insure that the Committee be operative within five school days from the request for a hearing.

1.7.4.2

Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, and fringe benefits, and by promoting and protecting faculty interest in matters concerning working conditions, such as office space, secretarial assistance, communications, and parking facilities.

The members shall be free to exercise their own individual judgment in above matters as elected and therefore accountable representatives of the faculty.

Meetings: The Faculty Welfare Committee meets at appropriate times as scheduled by the chairperson of the Committee. The Faculty Welfare Committee informs the Academic Senate of its proceedings regularly and/or on request.

Membership:

- three full-time ranked undergraduate faculty members, elected at large by the undergraduate faculty from the Schools of Liberal Arts, Science, and Economics and Business Administration, for two-year staggered terms
- one full-time ranked graduate faculty member, elected by the graduate faculty of the School of Education and the graduate faculty of the Graduate Business Programs, for a two-year term
- one full-time ranked undergraduate faculty member from the School of Extended Education, elected by the Extended Education faculty for a two-year term

The terms of the graduate faculty member and the undergraduate Extended Education faculty member shall be staggered. The Committee shall elect its own chairperson.

1.7.4.3

Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee is a standing committee of the Academic Senate and meets as often as needed to prepare publication of the *Faculty Handbook* (see Revision Procedures for the *Faculty Handbook*, section 1.8).

Membership:

- Dean for Academic Services (chairperson)
- Director of Human Resources
- five faculty members (one from each School), appointed by the chairperson of the Academic Senate

1.7.4.4

Faculty Elections Committee

Role: The Faculty Elections Committee is a standing committee of the Academic Senate, charged with responsibility for conducting faculty elections (see section 1.6.1.1). The Committee reports regularly to the Academic Senate.

Membership: Five faculty members, one from each School, appointed by the chairperson of the Academic Senate for staggered two-year terms, and the vice chairperson of the Academic Senate. The Committee chairperson is appointed by the chairperson of the Academic Senate. Because of the close ties between this Committee and the Senate (which has overall responsibility for faculty elections), an effort is made to include several senators among the five members of the Committee.

1.7.4.5

Academic Administrators Evaluation Committee

The purpose of the Academic Administrators Evaluation Committee is:

1. to help administrators improve their performance by providing them with assessment information;
2. to assist the College in making informed decisions regarding the retention/release of academic administrators;

3. to identify and communicate to the College the qualities and skills which the faculty think are desirable in academic administrators.

Role: The Committee's role is to design and conduct periodic, systematic, and confidential evaluations of academic administrators: Associate Deans, Deans, Vice Presidents, and the President in order to assess their performance in matters substantially affecting the academic life of the College.

Membership: Five faculty members appointed by the chair of the Academic Senate, one from each School, plus the chair of the Academic Senate as a voting, ex-officio member. The term of office is three years, with terms staggered.

The Committee selects its own chairperson.

Meetings: The chairperson of the Committee calls meetings at appropriate times.

1.7.4.6

Faculty Committee on the Bookstore

Role: The Faculty Committee on the Bookstore represents the faculty in dealings with both the administration and the Bookstore management in regard to all Bookstore matters. The Committee reports to the Academic Senate.

Meetings: The chairperson of the Committee calls meetings at appropriate times (for example, to review faculty requests and recommendations concerning the Bookstore).

Membership: Five faculty members appointed by the chairperson of the Academic Senate, the choice of members to be as representative as possible. The Committee selects its own chairperson.

1.7.4.7

Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the Director for Faculty Development and Scholarship in maintaining a faculty development program 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 for Faculty Development and Scholarship in 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.

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

Membership:

- Director for Faculty Development and Scholarship, chairperson
- five elected faculty members, one from each School (two-year, staggered terms)
- three faculty members (one-year, renewable terms) appointed by the Director for Faculty Development in consultation with the chair of the Academic Senate.

1.7.5 STUDENT AFFAIRS COMMITTEES

1.7.5.1 Campus Athletic Council

The Campus Athletic Council advises the Director of Athletics and the Vice President of Student Affairs on matters pertaining to intercollegiate athletic programs and policies, primarily concerning the academic and personal well-being of student athletes, NCAA, WCC and Title IX compliance, and the appropriate promotion of the programs.

Meetings: Meets at least twice a year.

Membership:

- Director of Athletics
- Associate Director, Athletics
- Assistant Director, Athletics
- Assistant Director, Athletics, for Academic Services
- Dean, Academic Advising and Achievement
- Dean, Student Development and Leadership
- two faculty members appointed by Academic Senate
- two students appointed by ASSMC
- President of Gaelsport Club
- two staff members appointed by Vice President, Student Affairs
- one or two members of the Board of Regents

1.7.5.2 Career Development Center Advisory Board

The Career Development Center Advisory Board provides guidance and direction to the Career Development Center's planning and placement activities.

Meetings: Meets at least four times a year.

Membership:

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

1.7.5.3

Disciplinary Hearing Board

The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Student Development and Leadership and/or the Vice President for Student Affairs 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. In matters involving student-on-student allegations of sexual assault or sexual harassment, the Disciplinary Hearing Board decides the sanction, if any, to be imposed, based on the findings and report of the campus investigator. Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the Dean for Student Development and Leadership. The Disciplinary Hearing Board meets on an as needed basis as determined by a request of a student, the Dean of Student Development and Leadership or the Vice President for Student Affairs. 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:

- chairperson, appointed by the Vice President, Student Affairs
- four students, appointed by the President of ASSMC, in consultation with the Director, Residence Life
- four faculty, appointed by the chairperson, Academic Senate
- four administrators, appointed by the Vice President, Student Affairs

1.7.5.4

Residence Life Advisory Board

The Residence Life Advisory Board advises the Director of Residence Life on matters pertaining to residential living.

Meetings: Meets at least twice a year.

Membership:

- Director of Residence Life
- Assistant Directors of Residence Life
- Director, Student Activities
- Director, Student Recreation and Wellness
- two faculty appointed by chair, Academic Senate
- two members of Residence Life staff appointed by Director, Residence Life
- three students elected by resident students

1.7.5.5

Student Health Committee

The Student Health Committee advises the Health Services staff and the Vice President for Student Affairs on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.

Meetings: Meets at least twice a year.

Membership:

- Dean, Student Development and Leadership (chairperson)

- Director, Counseling Center
- Director, Student Recreation and Wellness
- Coordinator, Women's Resource Center
- Dean, Intercollegiate Nursing Program (or designee)
- 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

1.7.5.6 Student Activities and Recreation Advisory Committee
(Description pending)

1.7.6 ADMINISTRATION/CHIEF FINANCIAL OFFICER COMMITTEES

1.7.6.1 Budget Taskforce
(Description pending)

1.7.6.2 Technology Coordinating Committee

The Technology Coordinating Committee provides a forum for the discussion of all major policy issues related to technology at the College. The TOC appoints subcommittees to discuss particular issues, and forwards recommendations to the appropriate Vice President. Issues may be identified by the TOC, or may be forwarded to the TOC either by the Academic Senate or by the Associated Students of Saint Mary's College.

Membership of the TOC includes the Vice President for Administration/CFO and the chair of the Academic Senate as co-chairs, four faculty representatives appointed by the chair of the Academic Senate to two-year terms, the Director of Information Technology, the Head of Library Systems and Media Services, the SMC Webmaster, one representative each from Student Affairs, Enrollment and Management, and Planning and Advancement, two student representatives appointed by the ASSMC.

1.7.7 PLANNING AND ADVANCEMENT COMMITTEES

1.7.7.1 Planning and Advancement Committees

Depending on the nature of the plans for development of the College, the Vice President for Planning and 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 Regents' Development Committee, the Regent advisory committees to the various Schools and departments of the College, and the Alumni Board of Directors, and the Campus Planning Committee.

1.7.8 ENROLLMENT SERVICES 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 President for Enrollment Services (chairperson)
- Director of Admissions
- Director of Financial Aid
- Director, Articulation and Transfer
- Registrar
- Controller
- Assistant Controller
- Director, Residence Life
- Director, Student Development and Leadership
- Coordinator, International Recruitment and Admissions
- Dean, Academic Advising and Achievement
- Dean, Academic Services

1.7.9

MISCELLANEOUS COMMITTEES

1.7.9.1

Committee for Lectures, Art and Music (CLAM)

Role: The Committee for Lectures, Art and Music schedules events for each academic year designed to enrich and broaden the cultural environment of Saint Mary's College and to appeal to the community surrounding the campus; allocates funds within the budget provided; coordinates publicity, facilities and staffing for events; evaluates the effectiveness and costs of the events.

Membership: Chairperson (appointed by the President of the College) and four part-time staff persons: managing director, events coordinator, technical director, administrative assistant.

The Committee welcomes suggestions for events which reflect the goals of the College and high artistic standards. Faculty, staff and students of the College are admitted to all events at a reduced cost (approximately 50% of regular ticket prices). Faculty and staff may purchase one additional ticket for each event at the discounted rate.

1.7.9.2

Hearst Art Gallery Advisory Board

The Hearst Art Gallery Advisory Board provides the Director of the Hearst Art Gallery with advice and assistance in policy formation, collection development, exhibition planning, budgeting, fundraising, and public relations. Members include one representative each from the Art department faculty, the Development office, the Academic Senate, the ASSMC Senate, the Alumni Association, the Christian Brothers, and three Regents and other such members as are appointed by the Director of the Gallery, the total Board membership to be no less than 11, nor more than 25. The chairperson of the Board is appointed by the Gallery Director. The Board meets four times yearly.

REVISION PROCESS OF THE *FACULTY HANDBOOK*

The *Faculty Handbook* is updated as changes occur by the Dean for Academic Services and the Faculty Handbook Review Committee, in collaboration with the Academic Senate and the Academic Vice President.

The content of the *Faculty Handbook* is of three types:

- a. descriptive and informational material, such as hours of operation for health services or duplicating services, directions for use of the telephone system, descriptions of facilities in the library, etc.;
- b. definitions and procedures that have the force of creating or changing policies, such as sabbatical or rank and tenure procedures, rather than merely describing them; and
- c. material that combines the two functions (a. and b.), such as charts describing institutional organization or committee structure and reporting.

The revision process has three types of procedures:

1. Material in category a. is routinely collected and updated by the Dean for Academic Services for each revision of the *Handbook*. When in doubt about the nature of the material, the Dean should consult with the chair of the Academic Senate and the Academic Vice President and, when appropriate, the President, as prescribed in procedure 3., below, before proceeding to revise that section.
2. Material in category b. requires the approval of the President. Material that comes from the Senate requires the approval of the Academic Vice President; material that comes from the administration and/or the Academic Vice President requires consultation with the Academic Senate. (The Board of Trustees must approve all changes to the *Faculty Handbook* except those that come within category a.)
3. Any material in category c. must be reviewed by the chair of the Senate, the Dean for Academic Services, and Academic Vice President, and by the President. If all four agree on the nature of the material, it will be treated according to procedure 1. or 2. as jointly agreed upon. If there is disagreement, then such material will be revised only through process 2.

The Dean for Academic Services is responsible for publishing and updating the *Faculty Handbook*. Entries which have been revised bear a notation to that effect on the pages revised, with the date of revision.

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.

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.

2.1.1 RANKED (TENURE-TRACK) FACULTY

Ranked faculty 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 Instructor, 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 the rank of Instructor and Exceptional Candidate appointment, faculty will hold the terminal degree (see sections 2.1.1.1 and 2.1.1.2).

The salaries of full-time ranked faculty whose duties are primarily instructional are contained in the full-time salary scale (see section 2.15.1).

Instructor: Appointment to the rank of Instructor is made when a candidate possesses the qualifications enumerated below for the rank of Assistant Professor with the exception of the terminal degree. The candidate will be enrolled in a terminal degree program in his/her field. Upon completion of the terminal degree, the candidate will automatically be eligible for immediate appointment to the rank of Assistant Professor.

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. The rank of Associate Professor may or may not accompany tenure.

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 Educational Policies Board 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 Senate, non-doctoral terminal degrees are subject to final approval by the Academic Vice President. 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 Academic Vice President 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 Academic Vice President is unalterable. Such findings for exceptional appointment shall be sought only for initial appointments and may not be used for extensions of current appointments.

2.1.2

NON-TENURE-TRACK FACULTY

Non-tenure-track faculty are of three types: Visiting Faculty, Adjunct Faculty and Lecturers. Visiting and Adjunct Faculty receive a pro-rata salary based on the full-time salary scale (see sections 2.15.1 and 2.15.2). Placement on the salary scale will be based on standards appropriate to their degree, experience and qualifications as enumerated in section 2.1.1. Lecturers receive a salary on a per-course basis.

Visiting Faculty: A 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. A Visiting Faculty appointment is made to an individual qualified for or holding faculty rank and status at another college, as enumerated in section 2.1.1. Visiting Faculty receive a title corresponding to their placement on the salary scale.

Adjunct Faculty: An annual, renewable, non-tenure-track appointment which is made to an individual who does not hold a full-time academic appointment elsewhere, excepting individuals on leave from such an appointment. Adjunct appointments are for five courses or more, including administrative duties, are paid on a pro-rata basis, and carry non-teaching duties as enumerated in section 2.11.2, proportional to the extent of instructional duties contained in the appointment. Any adjunct position must be reviewed after two years and a determination made whether to change that position into a tenure-track position. No adjunct appointments may be continued as such for more than three consecutive years without a specific ruling by the Academic Vice President, in consultation with the Deans in

those Schools that would be impacted by a change in that position, explaining the necessity for continuing the position in such a way and offering a time-table for conversion to tenure track or reduction to less than 5/7. Although Adjunct Faculty are paid at differing levels corresponding to the full-time salary scale, they hold the title of Adjunct Faculty.

Lecturer: All non-tenure-track faculty who are paid on a per-course basis hold the academic title of Lecturer. Lecturers have none of the additional duties as described in section 2.11 and are placed on the Lectureship salary per-course scale for the program to which they are appointed.

	Status		Compensation	
	Tenure-Track	Non-Tenure-Track	Full or Pro-Rata	Per Course
Lecturer		X		X
Adjunct Faculty		X	X	
Visiting:				
Assistant Professor		X	X	
Associate Professor		X	X	
Professor		X	X	
Ranked:				
Instructor	X		X	
Assistant	X		X	
Associate	X		X	
Professor	X		X	

2.1.3

EMERITUS/EMERITA

Professor Emeritus/Emerita is an honorary title conferred on a retiring 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. In addition to privileges granted to all retired faculty members, a Professor Emeritus/Emerita:
 - a. will remain on the Rank and Tenure roster;
 - b. will receive written faculty ballots;
 - c. will be eligible for appointment to faculty committees;
 - d. may participate in formal academic ceremonies;
 - e. may have his/her name listed in the College Catalog with the designation.
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 President for his approval. In the event that the Academic Vice President does not agree with the recommendation, the Academic Vice President 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 Academic Vice President and each Dean of a School. 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 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 Academic Vice President (by the President in the case of the appointment of the Academic Vice President) 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 Selection/Appointment of Ranked Faculty, section 2.3.1.

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

A ranked faculty member who assumes an administrative position at the College that does not carry ranked faculty status nonetheless continues to be a ranked faculty member; however, 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 ranked faculty status. A proposal to incorporate ranked faculty status into a new or existing administrative position must originate in the Academic Senate and be approved by the Academic Vice President before being considered by the President. If an administrative position is converted to an administrative position with 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 ranked faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in section 2.1.5 below.

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 Academic Vice President, the chair of the department and the Dean of the School with which the individual will be affiliated. The Academic Vice President will make a recommendation of the appropriate rank to the President. If the rank proposed is Associate Professor or Full Professor, the Academic Vice President 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 Academic Vice President. 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 ranked 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.

2.2 TYPES OF APPOINTMENTS

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 INSTRUCTOR APPOINTMENT

Without an expressed exception, a faculty member appointed to the rank of Instructor must be engaged in the active pursuit of the terminal degree. The total period of full-time service prior to the acquisition of the terminal degree may not exceed three years. Notice shall be given in accordance with section 2.8.3.1 at least one year prior to the conclusion of the third year of full-time service if the faculty member is not to be continued in service after the expiration of that three year period. For Instructors who progress to the rank of Assistant Professor, each year at the rank of Instructor will count as one step up to a maximum of three steps in the rank of Assistant Professor in the faculty salary scale.

2.2.2 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 ranked teaching elsewhere will be considered for tenure in the sixth year of appointment. The College will recognize up to three years of other full-time ranked teaching elsewhere and credit this toward the year of tenure consideration. Thus, a faculty member with three years credit would come up for tenure consideration in the third year of the probationary appointment. 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 at least one year prior to the expiration of the probationary period if the faculty member is not to be granted tenure (see Standards of Notice, section 2.8.3.2). Failure to give such notice does not constitute the granting of tenure.

2.2.3 TENURED APPOINTMENT

Tenured appointments are permanent appointments which may be terminated only under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.2.4 REDUCED SERVICES (TENURED APPOINTMENT)

Tenured faculty may permanently reduce their full-time tenured appointment to a reduced services appointment (4/7 course load or less) through written agreement with the College, called the Reduced Services Plan. The faculty member retains the status and privileges of full-time appointments, excluding rights to sabbatical leave, but including voting rights, access to the facilities of the College, and all other faculty privileges and employee benefits held from time to time by faculty members.

Tenured faculty may request a temporary reduction in teaching load, accompanied by a proportional reduction in compensation and employee benefits. Faculty in this category retain faculty status and privileges, including in this case eligibility for sabbatical leave. Faculty under this provision may consider each 7/7 course load of accumulated service rendered as one year of service toward eligibility for sabbatical.

2.2.5 NON-TENURE-TRACK APPOINTMENT

2.2.5.1 Visiting Faculty

An appointment as Visiting Faculty is a full-time non-tenure-track appointment, not to exceed two years.

2.2.5.2 Adjunct Faculty

Adjunct Faculty are appointed on an annual, non-tenure-track basis, provide services in accordance with the letters of appointment that govern their appointments, and may be appointed for two additional consecutive annual appointments, following their initial annual appointment. In the event that sufficient enrollment is not attained to warrant offering the courses designated, or an adjustment in the workload and compensation, in the judgment of the Dean of the School, in consultation with the Academic Vice President, must be made, the College reserves the right, in its sole discretion, to terminate or modify appointment, including assignments of other courses in subjects for which the Adjunct Faculty member is qualified, without further obligation to that Adjunct Faculty member.

After the third annual appointment, no new appointment can be made without the specific ruling and timetable called for from the Academic Vice President in section 2.1.2 under Adjunct Faculty. Until that ruling following the third annual appointment, no Adjunct Faculty who has been appointed to three annual appointments shall be eligible for appointment. The procedures and criteria concerning adjunct positions apply to all Adjunct Faculty hired beginning January 1, 1997. Adjunct Faculty hired prior to January 1, 1994, are covered by Protocols in section 2.2.7; for faculty hired between January 1, 1994, and December 31, 1996, see section 2.4, Evaluation of Adjunct Faculty.

2.2.5.3 Lectureship

An appointment as Lecturer may be made on a per-course or workshop basis on the salary scale of the appropriate School and may be offered indefinitely. Lecturers provide services in accordance with their letter of appointment, and appointment of Lecturers shall be governed by and limited to the terms of their letter of appointment. Lecturers will be appointed to teach a maximum of four courses a year. Deans who wish an exception to this limit for compelling programmatic reasons must consult with and obtain the approval of the Academic Vice President.

2.2.6 CONSIDERATION FOR THE CREATION OF ADDITIONAL FACULTY POSITIONS

The Academic Vice President approves faculty for adjunct (pro-rata) or tenure-track appointments in all Schools.

2.2.6.1 Adjunct Faculty (for the undergraduate programs in the Schools of Science, Liberal Arts, Economics and Business Administration, and for the School of Education):

Any Adjunct Faculty member teaching the equivalent of five or more courses should be given full-year, pro-rata appointments. Letters of appointment should be written for the whole year when departmental needs can be clearly identified. Departments should assess their needs for non-tenure-track faculty for the year as a whole in order to give, where possible, annual letters of appointment. Such appointments are subject to the reviews called for in section 2.1.2.

2.2.6.2 Tenure-track faculty:

When multiple part-time appointments totaling seven 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 Academic Vice President. 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.

2.2.7 PROTOCOLS

2.2.7.1 Direct Appointment to a Tenure-Track Position Without a National Search, for Adjunct Faculty Hired Prior to January 1, 1994

1. The Academic Vice President identifies the need for a tenure-track position, and the President approves the need for a tenure-track position.
2. A faculty member with at least a 5/7ths appointment for two of the most recent three academic years submits a written request for a direct appointment to the appropriate department chair or program director.
3. The department chair or program director reviews with the faculty member his/her qualifications for tenure-track consideration, based on the Faculty Handbook guidelines. The chair makes a written recommendation supporting or opposing the appointment.
4. The chair or program director forwards his/her recommendation and documentation to the appropriate Dean(s) who evaluates the candidacy and makes a recommendation supporting or opposing the candidacy. The Dean(s) pass on the recommendation and all documentation to the Academic Vice President.
5. Based on the record which is forwarded from the Dean(s), the Academic Vice President determines if the candidate is competitive with a potential first-choice candidate from a potential national search process. The Academic Vice President then forwards his/her written recommendation to the Rank and Tenure Committee with all the documentation.

6. The Rank and Tenure Committee reviews the documentation including the Academic Vice President's recommendation. In the case of appointment at the rank of Assistant Professor, the Rank and Tenure Committee offers an informal oral assessment to the Academic Vice President. In the case of other ranks, the Rank and Tenure Committee provides written recommendation to the Academic Vice President.
7. The Academic Vice President reviews the evaluations of all the other steps and makes a final recommendation to the President, and the President approves or denies the request for direct appointment.

Nothing in the Protocol 2.2.7.1 process precludes the Saint Mary's College faculty member from participating in a subsequent national search process, should direct appointment to the position not be approved. The decision against direct appointment is not a matter for grievance.

2.2.7.2

Candidacy of a Current, Non-Tenure-Track Saint Mary's College Adjunct Faculty Member Hired Prior to January 1, 1994, in a Search Procedure for Tenure-Track Appointment

1. The Academic Vice President identifies the need for a tenure-track position, and the President approves the need for a tenure-track position.
2. The Academic Vice President shall notify all eligible faculty (see section 2.2.5.2) of the College's policy on assessment of non-tenure-track faculty and on institutional planning regarding conversion and/or consolidation of non-tenure-track positions into tenure-track positions.
3. As soon as a national search or internal consolidation is approved by the Academic Vice President, the Dean of the appropriate School, coordinating with the appropriate department chair(s) or program director(s) arranges a formal evaluation for any Saint Mary's College faculty whose job would be affected by the search and who has not been evaluated within the preceding 12 months. A faculty member may choose to decline the evaluation on the basis that he/she will not be pursuing a candidacy for the new position. Anyone who is evaluated should be provided with specific feedback on their qualifications (teaching, service, scholarship) in relation to the perceived "national pool."
4. When the search begins, the Saint Mary's College faculty member may apply and be considered as any other candidate would be. Until such time as non-tenure-track faculty have access to comparable faculty development support for scholarly activities, an eligible faculty member under section 2.2.7.2 may ask for such support to make it possible for that faculty member to be as competitive as possible in a national search process. The Academic Vice President, whenever a conversion or consolidation is planned, will identify which Saint Mary's College faculty are eligible for such special access.

If non-tenure-track Saint Mary's College faculty are to compete in national search procedures, some attention must be given to the "service" component of such an evaluation, since non-tenure-track faculty are not currently allowed to serve on elected faculty committees. In addition, funding support for professional and scholarly development for those non-tenure-track faculty competing for tenure-track positions should be increased to the same level as for those on tenure track, as soon as a designation of eligibility is made and approved by the Academic Vice President.

2.2.7.3

Case-by-Case Review of Adjunct Faculty Hired Prior to January 1, 1994, Not Covered by 2.2.7.1 or 2.2.7.2

1. The faculty member may request a review of his/her performance and/or position in any year.
2. In the event that the faculty member has not requested a review, the appropriate Dean(s) will initiate a review of all Adjunct Faculty and their positions during the third of every three years. Every faculty member should have an officially designated "primary department or program appointment" for the purposes of review and evaluation, although the Academic Vice President has the discretion under this provision to appoint a different chair and/or Dean to do the actual evaluation.
3. With a positive recommendation from the Dean, the Academic Vice President may elect to retain the non-tenure-track position and/or the person at 5/7th or greater for longer than three years without a national search or direct appointment (according to 2.2.7.1 and 2.2.7.2).
4. In the absence of a specific request by a faculty member, and because the Academic Vice President is responsible for identifying and justifying all faculty/administrative appointments at 5/7ths or greater that continue for three consecutive academic years but are not tenure-track, the Academic Vice President may initiate an individual review, as in 2.2.7.3.(2), or may choose not to do so.

2.3

SELECTION AND APPOINTMENT PROCEDURES

2.3.1

SELECTION/APPOINTMENT OF RANKED FACULTY

1. Ordinarily, a search originates in and is conducted by an academic department or program. Before beginning the selection process, the department chair shall request the Dean of the School to secure written authorization from the Academic Vice President for a particular position, while the President approves the total number of new positions. After written authorization has been secured, the Dean will notify the department chair in writing and attach the documents listed below (2.3.1(3)). The chair bears responsibility for ensuring that the procedures below are followed, with particular emphasis upon selecting colleagues who support the mission of the College, meet the needs of the department or program, and help the College fulfill its commitment to diversity.
2. The department chair, in consultation with the 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. In extraordinary circumstances (e.g., when hiring for a new program), an academic Dean may initiate a search. In such cases, the Dean shall appoint a faculty chair of the Search Committee who will carry out the search process; under these circumstances, the Dean maintains responsibility for ensuring that procedures are followed. In any case, the Committee shall include a faculty member from outside the department, preferably one from outside the School. For primarily traditional undergraduate appointments, the Committee should include a faculty member who has taught in and will represent the Collegiate Seminar.
3. The Committee shall consult the following documents provided by the Dean at the time of written approval:
 - a. the College Mission statement;
 - b. the Equal Employment Opportunity Recruitment document (available in Human Resources office);
 - c. the Faculty Search Procedures statement (available in Human Resources office);
 - d. the Guidelines for the Proactive Recruitment of Faculty (available in the Office of the Academic Vice President).
4. Ranked faculty (that is, those on the Rank and Tenure roster) play an essential role in the recruitment and selection of new members of the faculty at Saint Mary's College. Accordingly, throughout the search and selection process, the Committee shall consult with all ranked department faculty and the Dean.

5. In order to meet the College's commitment to diversity, a good faith² effort should be made to include at least one candidate, in the final list of candidates, from traditionally underrepresented groups (including but not limited to racial, gender, and disabled) in the field for which the search is occurring. To enable a faculty Search Committee to conduct the strongest possible search for underrepresented candidates, the Human Resources office will send to the faculty Search Committee chairperson a copy of the Faculty Search Procedures, which includes a section on underrepresented groups.

Before the actual search begins, the Search Committee will return their pro-active plan on the recruitment of underrepresented groups, to the Equal Employment Opportunity Committee chair and the appropriate Dean. The Equal Employment Opportunity Committee and the Dean will review the plan separately and then supply feedback and recommendations to the Search Committee.

6. The Search Committee shall narrow the pool of applicants to a list of candidates to be interviewed. This list, as far as possible, should reflect the College's commitment to its mission, department/program needs, equal employment opportunities, and diversity.

After choosing the final candidates, the Search Committee will submit an account of the actions taken according to their pro-active plan to the Equal Employment Opportunity Committee, Dean, and Academic Vice President. If the Dean and/or Academic Vice President finds that there has not been a good faith effort, the Dean and/or Academic Vice President will ask the Search Committee to make such an effort before the interviews can proceed.

7. Once the final list of candidates has been selected by the Committee, the Committee is responsible for arranging campus visits which shall include interviews with the Committee, the Dean, and the Academic Vice President.
8. Assuming that the list does reflect the view of the majority of ranked department members, the department chair or program director will forward it to the Dean of the School. If any ranked member of the department wishes a secret vote, the department chair or program director will conduct such a secret vote. In all cases, the chair or director will forward the ranked list of the candidates along with a written statement which supports the order of preference and vote tally (if such a vote were taken) to the Dean of the School. Any ranked faculty member who has a dissenting opinion regarding the ranked list may append this to the previous written communication within five working days. This communication and any appendices will also be shared with all ranked faculty members of the particular department or program.
9. The Dean shall review the recommendations. If the Dean does not agree with the first choice of the department or program, he/she shall meet with the department or program and attempt to reach an agreement on the candidate of choice. If no agreement is reached, the Dean shall send on to the Academic Vice President both the recommendations of the department or program and his/her own.

² Examples of what is meant by a good faith effort: advertising in journals and in publications of professional organizations that are of particular interest to underrepresented groups; utilizing the Minority and Women Doctoral Directory; contacting graduate programs where underrepresented groups are completing doctorates through the use of Peterson's Gradline (a database covering all U.S. institutions offering postbaccalaureate degrees); and attending workshops on faculty recruitment sponsored by the College's Diversity Task Force.

10. If the Academic Vice President does not agree with the first choice of the department or program, he/she shall discuss his/her reasons with the department or program and an attempt shall be made to resolve the difference of opinion.
11. If an agreement cannot be reached between the Academic Vice President and the department/program on the candidate of choice, the Academic Vice President shall offer the Search Committee, in consultation with the department/program and the Dean, a choice of one of the following options: terminating the search in its entirety, restarting the search, or reinterviewing one or more candidates. If the candidate of choice cannot be agreed upon between the Academic Vice President and the department/program and all options agreeable to both have been exhausted, the matter may be taken to the President for review, counsel, and resolution.
12. In cases of a proposed appointment at the Associate Professor or Full Professor level or an appointment with tenure, the Academic Vice President shall consult with the Rank and Tenure Committee regarding the appropriateness of the proposed rank before making his/her recommendation.
13. Appointments are made by the President, upon the recommendation of the Academic Vice President, acting upon the recommendations of the Dean of the School and the department or program.

2.3.2

SELECTION/APPOINTMENT OF NON-TENURE-TRACK FACULTY

2.3.2.1

Visiting Faculty

The Academic Vice President recommends the appointment of Visiting Faculty to the President, upon the recommendation of the Dean.

1. The Academic Vice President may, but is not required to, interview final candidates or consult the Rank and Tenure Committee in recommending the appointment of Visiting Faculty.
2. With the exception of 1. and 2. in section 2.3.1, above, the guidelines for selection and appointment of ranked faculty should be followed in the case of Visiting Faculty.

2.3.2.2

Adjunct Faculty and Lecturers

1. Adjunct Faculty are recommended for appointment by the Academic Vice President and the Dean of the School, upon recommendation of the department chair; department chairs should consult with ranked department faculty in making recommendations to the Dean.
2. Lecturers are recommended for appointment by the Dean of the School, upon the recommendation of the department chair.
3. The department chair is responsible for soliciting applications and for conducting initial interviews.
4. The President or his designee must approve all appointments by signing all faculty letters of appointment.

EQUAL EMPLOYMENT OPPORTUNITY

Saint Mary's College, as a Catholic institution dedicated to social justice in its institutional practices, supports equal opportunity employment practices in all its employment policies covering academic and non-academic personnel. On its position announcements, the College states that it seeks faculty who are committed Catholics or who respect this commitment. In February, 1971, the College first reaffirmed this general employment policy in a draft statement, which has been since revised from time to time and which now reads as follows:

Equal Employment Opportunity/Diversity Program

All members of the College community should be aware of the College's firm commitment to promote equal employment opportunity for all job applicants. The College is committed to the general policy of non-discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability and is committed to recruiting and retaining a diverse student and employee population. Accordingly, we wish to affirm the following:

1. In recognition of the College's commitment to creating and retaining a diverse employee population, each Dean, director or head of an operating unit is directed to conduct an active search for and to give equal consideration to all applicants regardless of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, medical condition, or physical or mental disability as employment opportunities become available.
2. All proposed personnel changes involving appointments, renewal, promotion or termination will be previewed by the Academic Vice President for all faculty personnel, or the Director of Human Resources for all non-faculty personnel. The Director of Human Resources will have the general responsibility for informing Deans, directors and department heads of the College non-discrimination policy and of enforcing that policy.
3. All job vacancies will be listed with the Director of Human Resources, who is responsible for announcing all vacancies in such a way that all applicants, including but not limited to minorities, women and the mentally or physically disabled have an equal opportunity to apply and to be considered for vacant positions.
4. Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited list of other allowable exceptions available from the Director of Human Resources, the general policy of the College is that all vacant positions shall be announced publicly.
5. There will be an Equal Employment Opportunity Compliance Committee reporting to the Director of Human Resources (for description see 1.7.2.2). This Committee will have as its functions (1) to advise the Director of Human Resources as requested or as needed on equal employment opportunity policies and procedures in progress; and (2) consider any unresolved grievances which may arise alleging harassment (other than sexual harassment) or discrimination on the basis of race, color, religion, national origin,

ancestry, marital status, gender, sexual orientation, age, medical condition, or physical or mental disability and to make appropriate recommendations to the President of the College, whose decision in all personnel matters is final, regarding such grievances.

6. The College recruits applicants in accordance with all applicable federal and state laws. Adequate records will be maintained to document placement interviews and the results of those interviews.
7. All personnel actions such as compensation and benefit decisions, transfers, layoffs and awarding tuition assistance, are administered by the College in a non-discriminatory manner.
8. All public college facilities are maintained on a non-discriminatory basis. Minority students maintain a cultural center in which all members of the College community are invited to participate.
9. All those with whom the College subcontracts will be notified of any commitments required under Executive Order 11246 and comparable federal and state laws and of their obligation as subcontractors.
10. The College pledges active support, when feasible and consistent with the mission of the College and applicable federal and state law, to local community and national action programs for equal opportunity in employment.
11. Notice of this Equal Employment Opportunity policy shall be distributed to members of the College community and equal employment opportunity posters are to be displayed in appropriate areas of the campus.

SAINT MARY'S COLLEGE OF CALIFORNIA

Brother Craig J. Franz, fsc

Brother Craig J. Franz, F.S.C., President
July 1, 2000

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 Educational Policies Board, 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 Director 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 Dean for Academic Services.

2.3.5

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act prohibits discrimination against the disabled in all phases of employment (including recruitment and hiring) and in their access to the facilities, goods and services of most public places, including all colleges, universities and other educational institutions.

A key issue under the ADA is determining the essential functions of the job. Essential functions are defined as "primary job duties that are intrinsic to the employment position." The law requires accommodations or other changes in the work environment, as well as in the way things are done, so that a qualified individual with a properly documented disability as defined by law will be given an equal opportunity to perform the essential functions of the job and to receive the benefits and privileges normally associated with the job, unless such accommodations cause an undue hardship on the College, which has the right and responsibility to determine the type of accommodation that is appropriate under the circumstances presented and under the law. Broader and more detailed than Section 504 of the Rehabilitation Act of 1973, the ADA is enforced by five federal agencies with coordination and monitoring by the Department of Justice.

2.3.6

SPECIAL APPOINTMENT CATEGORIES

2.3.6.1

Appointment of Christian Brother

Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited number of other allowable appointments referenced in the Administrative/Staff Personnel Policies (4/97) V. A(1), available from the Director of Human Resources, the general policy of the College is that all vacant positions shall be announced publicly.

EVALUATION OF ADJUNCT FACULTY

1. For the purposes of evaluation, each faculty member should have a "primary department or program appointment" officially designated by the Academic Vice President. The chair of that department or director of that program conducts the teaching evaluation, although the Dean has the discretion to appoint someone from outside the department or program to "chair" the evaluation process if that would facilitate a more effective process. An evaluation will be based on at least two class visits, arranged in advance with the faculty member, and a review of all teaching evaluations since the most recent formal evaluation.
2. At the beginning of the third year of the position, the Dean will notify the faculty member in writing that the evaluation process has begun.
3. The faculty member may present any self-evaluation or other materials, including letters of support from students, staff, Saint Mary's College faculty, or professional associates outside the College, to the chair of the evaluation process. The chair may request specific materials from the faculty member or written comments from others whose experience with the faculty member would contribute to the evaluation.
4. The chair of the evaluation process will make a written report, sending it to the chair of the department or director of the program if that person is not conducting the evaluation, including in this case all material submitted by the candidate or solicited from others. The chair's written evaluation will not be confidential, but the confidentiality of the materials designated or deemed to be confidential by the chair must be maintained and will not be shared with the faculty member.
5. No later than the end of the semester in which the evaluation was conducted, the department chair or program director will meet with the faculty member to discuss the results. The Adjunct Faculty member will sign the written evaluation, although such signing does not necessarily indicate agreement with the content.
6. The faculty member may submit within two weeks a written response to be included in the file. A copy of the signed evaluation and any written response are then sent to the Dean.
7. The Dean is responsible for assuring that this evaluation and discussion have occurred according to the provisions above.
8. The evaluation file is kept in the Dean's office.
9. After the evaluation meeting (see (5) above), the faculty member may request that the Dean discuss any relevant institutional plan for the position in the future, such as conversion, consolidation, reduction in assigned courses, elimination or continuation (as specified in section 2.1.2). That information will be put in writing and subsequently sent to the faculty member concerned. In addition, the Dean will notify the faculty member in writing should any such plans be developed after that discussion during the remainder of that academic year.

2.5 RANK AND TENURE RECORDS

2.5.1 FACULTY RANK AND TENURE FILE

Faculty members may review their Rank and Tenure files in the Office of the Academic Vice President 24 hours after receipt of a written request by that office. File review guidelines are in the Office of the Academic Vice President.

2.5.2 FACULTY RANK AND TENURE ROSTER

(See section 2.6.2.1.1.)

2.6

PROMOTION AND TENURE

2.6.1

STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

Faculty members at Saint Mary's College are participants in an intellectual, social, and spiritual community committed to ensuring that the College be an outstanding Catholic institution of higher education, dedicated to developing students' capacities for responsible independent thought, spiritual growth, active citizenship, and a productive life. Faculty members are retained and promoted for their skillful, dedicated teaching, scholarly vitality, and their effective service to the College community. Overarching and informing each of the criteria of teaching, scholarship and service must be the demonstrated commitment of faculty to the aims and ideals of the College, taking into consideration the nature, purposes and goals of specific programs. The Mission Statement of the College and the statement on the faculty of the College (see sections 1.1, 1.2) set forth the aims and ideals by which the faculty is challenged to guide its actions.

The successful pursuit of promotion and tenure thus requires serious engagement in a wide range of activities. Faculty members should make long-range plans for their own professional development to ensure that they meet the appropriate criteria. What follows is not a checklist, but rather a suggestion of general guidelines for evaluation.

Teaching Effectiveness

Teaching effectiveness is founded upon a clear command of subject matter, the skillful transmittal of knowledge, inspiring and fostering an active love of learning, and the communication of appropriate, high expectations of student performance. Because teaching is a profoundly human exchange between faculty and student, it requires interpersonal skills, organizational abilities, and a commitment to serve students in a respectful and honest manner.

It is the responsibility of faculty members to present clear evidence of their teaching effectiveness. The College recognizes several ways in which this can happen:

1. The development of courses appropriate to a faculty member's major field, the general education program of the College, and special curricular initiatives. Courses should reflect coherence, unity, and an appropriate balance between engaging a subject matter in depth and addressing the broad aims of a liberal education.
2. Conscientious preparation for classes. Course syllabi and assignments should reflect clearly defined academic objectives, expectations and standards. In the preparation of courses, teachers should hold before themselves the best scholarly standards of their disciplines. They should demonstrate current knowledge of the subject matter and its methodology, and creativity in the formulation of the syllabus.
3. Promoting intellectual stimulation and providing challenging learning experiences. Teachers are expected to be skilled in various modes of instruction. The teacher should communicate that understanding derives from an open mind, hard work, and rigorous thinking. Students should experience the rewards of commitment and self discipline in the pursuit of knowledge.
4. Clearly defined and appropriate means of assessing student learning. Through evaluation procedures and grading policies, teachers should communicate that excellence requires

not only intellectual curiosity and originality, but also the practice of the rigors and discipline of learning.

5. Critical self-evaluation. Through their response to student evaluations, peer reviews, administrative reviews, and self-checks, faculty members should demonstrate their capacity to improve as teachers.

Scholarly Interests and Pursuits

Saint Mary's College recognizes that intellectual growth and scholarly activity are closely related both to each other and to teaching effectiveness. Respecting the teaching mission of the College, Saint Mary's recognizes that faculty fulfill their responsibilities primarily through the teaching programs and curricula of the College. Scholarship aims not only at expanding the store of knowledge in the disciplines or in an interdisciplinary field, but also at enlightening the lives of our students with that knowledge as well as with the challenges and joys of its pursuit. Within areas of specialization, scholarly activity manifests itself in formal and concrete ways that help keep alive and current the skills indigenous to one's academic discipline. Scholarly activity and intellectual growth should be broadly defined, yet specifically demonstrated in order to be evaluated fairly and effectively. The broad view recognizes the purposes of scholarship as:

1. Contributing to new knowledge and understanding in a basic discipline or field, including its pedagogy;
2. Developing greater expertise in one's discipline or in a related field of study;
3. Providing new insights into the connections between the disciplines and into the historical and philosophical underpinnings of one's area of expertise.
4. Enriching the intellectual lives of students by involving them as collaborators with faculty in original research.

It is the responsibility of faculty to present clear and public evidence of their scholarly performance and achievement. The forms which this presentation may take include, but are not limited to:

1. Delivery of research papers or lectures;
2. Awards for scholarly achievement; creative achievement in the arts;
3. Acceptance to competitive structured programs of post-graduate study beyond that required for the terminal degree in one's field;
4. Published research through books, articles, reviews, and reports;
5. Activities related to professional practice where the faculty member's expertise or contribution can be evaluated. These activities represent the acquisition of significant knowledge or originality in the application of knowledge. Thus the College also recognizes the following evidence:
 - a. Professional papers or reports, published or unpublished, which result from and/or describe consultancies;

- b. Courses or workshops, taught on a consultant basis or at Saint Mary's College, which demonstrate the faculty member's growth as a professional or increase his/her learning, expertise or skill;
- c. Participation in professional meetings, panels or workshops.

Service to the College

A living commitment to our three-fold Mission calls for effective service to our students, our colleagues and the College: that service is both a privilege and a responsibility. Because we value broad representation of faculty (wherever possible) in the College's activities, and because the contribution of all members is required to sustain the community, we expect dedicated and effective service from every member of our community. We are especially committed to serving the full development of our students.

Expected service includes:

1. Conscientious and effective advising of students;
2. Participation in the work of departments, programs, and Schools, and in the governance of the College, for which service on School-wide and College-wide committees is one important element.
3. Attendance at departmental and committee meetings, general Academic Senate meetings, Commencement and other special convocations.

Service can also include (but is not limited to) the following activities:

1. Participation in co-curricular activities such as peer mentoring, student club and athletic team advising, and the production of campus-wide events;
2. Participation in activities inside the College such as colloquia, fora, public lectures, reading and study groups, which foster the intellectual community, institutional identity, and interschool/ interdisciplinary collaboration;
3. Helping to train and mentor new faculty;
4. Non-scholarly service to the larger intellectual, professional, and/or Lasallian community;
5. Service to the larger community in keeping with the College's Lasallian traditions and concern for social justice.

It is the responsibility of faculty to present clear evidence of their effective service to the College. Faculty service should be shared by all. A faculty member is not expected to serve at one time on more than one committee which has an intensive workload (e.g., Rank and Tenure, Academic Senate, or Educational Policies Board, and such other faculty committees as the Senate shall designate). During the academic year following a three-year continuous service commitment to committees with intensive workloads, a faculty member may request

exemption from that year's faculty election process through the chair of the Elections Committee.

2.6.1.1

Additional Criteria

Tenure: In addition to the criteria cited above, the following are included in view of the nature of tenure:

1. The needs of the College and the department;
2. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
3. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.

Promotion: The following special criteria apply to various ranks:

1. Assistant Professor
 - a. possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
 - b. promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure).
2. Associate Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
 - b. evidence of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure);
 - c. since the rank usually accompanies tenure, note criteria for tenure above.
3. Full Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
 - b. the rank is awarded in recognition of high scholarly achievement and teaching effectiveness, scholarly achievement to be evidenced by a sound professional reputation among academic colleagues outside the College itself.

2.6.2

PROCEDURES FOR PROMOTION AND TENURE

2.6.2.1

Eligibility

It is the responsibility of the faculty member to keep track of the schedule of Rank and Tenure reviews, and to keep those involved in the Rank and Tenure process apprised of an appropriate address and telephone number during the deliberation of the Rank and Tenure Committee and the considerations of the Academic Vice President. As a matter of courtesy,

on or before June 15 of each year the Academic Vice President shall remind each person eligible for promotion or tenure. Those persons who are to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review and on or before October 15 for promotion, tenure, or pre-Professor review, the appropriately completed forms and whatever other information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

2.6.2.1.1 Faculty Rank and Tenure Roster

By September 1 of each year, the Academic Vice President will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final *Faculty Roster* of tenure-track faculty (those who hold academic rank and who carry a full-time instructional load per scholastic year, those in the above category whose instructional and/or administrative duties have been the equivalent of a full-time instructional load, and those in the above category who (1) are on official full- or part-time academic, sick, family or medical leave, or pregnancy leave; (2) have tenure and are on sabbatical; (3) have tenure and have taken the option of a reduction in the full-time instructional load). The *Faculty Roster* will include the rank and number of years teaching at the College and at other colleges and the tenure status of each member.

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 choose 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.

2.6.2.1.3 Tenure

The normal length of probationary tenure-track letters of appointment is one year; all such letters of appointment are eligible for consideration for annual renewal. The total length of the probationary tenure-track period at the College will not exceed seven years. Faculty appointed to a probationary tenure-track position can have up to a maximum three years of prior experience recognized toward tenure. Scholarly leave of absence for one year or less will count as part of the probationary period. In the case where a faculty member already has been granted the maximum years towards tenure (three), whether or not the scholarly leave of absence will count as part of this probationary period is subject to prior approval by the Academic Vice President.

Tenured appointments are permanent appointments which may be terminated under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.6.2.2 Faculty, Department and School Procedures

Sections 2.6.2.2 through 2.6.2.2.2 became effective July 1, 1998.

There are three distinct types of review: promotion, tenure, and interim reviews. In a given year a faculty member moving toward promotion and tenure can have overlapping reviews. In all cases, it is the faculty member's responsibility to be knowledgeable about his/her

schedule for review. Interim reviews and tenure reviews occur according to the length of the candidate's in-residence probationary period. Promotion reviews occur according to the candidate's placement on the salary scale (see section 2.6.2.1.2).

Interim and Tenure Review Cycle by Length of In-Residence Probationary Period

	Seven Years (No years granted toward tenure)	Six Years (One year granted toward tenure)	Five Years (Two years granted toward tenure)	Four Years (Three years granted toward tenure)
1.	No Review			
2.	Dept/School Interim Review	No Review		
3.	Dept/School Interim Review	Dept/School Interim Review	Dept/School Interim Review	
4.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
5.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
6.	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review
7.	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary
Note: The timing of promotion reviews by the Rank and Tenure Committee depends upon the candidate's initial placement on the salary scale (see section 2.6.2.1.2)				

Document Requirements

All original documents from all parties should be directed to the Office of the Academic Vice President so they may be placed in the Rank and Tenure file.

Candidates should send copies of their self-evaluations for interim review, and Form A for tenure and promotion reviews to the department chairs/program directors and academic Deans of the Schools in those areas in which the candidate teaches more than one course per year; chairs and program directors should send copies of their evaluations to their Deans.

2.6.2.2.1

Interim Reviews Conducted by the Department/Program/School

1. The interim review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the Academic Vice President with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews. There are two kinds of interim reviews, those conducted by the department/program/School (this section) and those conducted

by the Rank and Tenure Committee (see section 2.6.2.2.2). It is the faculty member's responsibility to be knowledgeable about his/her schedule for interim reviews.

- a. All probationary candidates shall be reviewed by their department/ program/School in the year(s) prior to the interim reviews conducted by the Rank and Tenure Committee. The department/program/School reviews occur according to the length of the candidate's in-residence probationary period. (See chart in section 2.6.2.2.)
 - b. Exceptions to the interim review schedule are to be granted only by the Academic Vice President in consultation with the Rank and Tenure Committee.
 - c. Department chairs and program directors shall complete these reviews on or before October 15.
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 the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, 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), 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 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 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.
 3. A department chairperson or director of a program will solicit a letter from any other chairperson or director of a program in whose department or program the faculty member being reviewed has taught more than one course during each of the last three years (see sections 1.4.2.2.1 and 2.6.1.1).
 4. 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. 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.
 5. In the case of an interim review of a probationary candidate conducted by the department chairperson or program director: If a Dean of a School concurs with the recommendation for reappointment, he/she shall inform the Academic Vice President and the chair of the Rank and Tenure Committee in writing on or before November 1; if the Dean of a School disagrees with the recommendation of reappointment, or agrees

with the recommendation of termination, or disagrees with the recommendation of termination, the Dean shall send to the Rank and Tenure Committee, on or before November 1, the written recommendation of the department chairperson or program director together with his/her own written recommendation, stating the reasons for agreeing or disagreeing with the departmental recommendation. The Rank and Tenure Committee shall consider all evidence before making its recommendation, on or before December 1, to the Academic Vice President.

2.6.2.2.2

Interim Reviews Conducted by the Rank and Tenure Committee

1. *All probationary tenure-track candidates* must have two interim reviews by the Rank and Tenure Committee prior to the year in which they are to be reviewed for tenure. These interim reviews will occur in the second year prior to the tenure year and in the first year prior to the tenure year, respectively. (See chart in section 2.6.2.2.)
2. *Tenured Associate Professors.* One interim review by the Rank and Tenure Committee shall occur for tenured Associate Professors. A person who is tenured but has yet to be considered for Full Professor must have an interim review before being considered for Full Professor. A candidate may choose to schedule this interim review no less than two years after tenure, nor more than four; however, in an instance in which a Full Professor consideration occurs in the first or the second year after tenure, there will be no need for an interim review.
3. Exceptions to the interim review schedule are to be granted only by the Academic Vice President in consultation with the Rank and Tenure Committee.
4. On or before June 15 of each year, the Academic Vice President shall remind faculty members of their impending reviews. Those persons to be considered for interim review, except pre-Professor, shall submit to the chair of the Rank and Tenure Committee, on or before September 1, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). Those persons to be considered for pre-Professor review shall submit these materials to the chair of the Rank and Tenure Committee, on or before October 15. The candidate shall remind all chairpersons and program directors in which areas/departments/programs the candidate has taught of their responsibilities to provide their evaluations of the candidate to the chair of the Rank and Tenure Committee.
5. The chairpersons, program directors, and Deans shall then submit letters of evaluation for interim review candidates, to the chair of the Rank and Tenure Committee, on or before October 15 for department chairs and program directors, and on or before November 1 for Deans. Letters of evaluation 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 by Deans on or before December 15.
6. 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 the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist,

then the Dean, after consultation with the tenured members of the School, 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 carrying out a thorough 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 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 addition, a department chairperson or director of a program is responsible for 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 sections 1.4.2.4.1 and 1.4.2.3.18).

7. 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). 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.

2.6.2.2.3

Promotion and Tenure Reviews (effective July 1, 2000)

1. On or before June 15 of each year, the Academic Vice President shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review, and on or before October 15 for promotion, tenure, or pre-Professor progress reviews, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). A faculty member who has previously been denied promotion and who wishes to be considered for promotion in the current year, must inform the Academic Vice President no later than September 1.
2. On or before September 1 of each year, the Academic Vice President shall provide a written reminder to the Deans of the Schools and the chairpersons of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chairpersons so notified shall then submit to the chair of the Rank and Tenure Committee, on or before October 15 for interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress reviews, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the chair of the Rank and Tenure Committee, on or before November 1 for interim reviews, and on or before December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.
3. The chairperson or program director is responsible for conducting departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see sections 1.4.2.4.1 and 1.4.2.3.18). 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 programs, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with the tenured members of the School, 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 reviewing all other faculty who have taught in the department or program during the last four years and who are being considered (see sections 1.4.2.4.1 and 1.4.2.3.1.8).

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.
5. On or before June 15 of each year, the Academic Vice President shall notify the academic community, by means of a published list, of those persons who are to be considered for promotion or tenure. Members of the academic community will receive, as appropriate, Forms A or B. Form A is to be submitted by candidates for promotion or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's department or program chair 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 an individual recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. Members of the academic community will submit to the chair of the Rank and Tenure Committee, before November 1, letters of evaluation. All letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson and by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file.

The calendar dates listed below indicate deadlines for submission of important materials for promotion, tenure, pre-Professor progress, and interim reviews conducted by the Rank and Tenure Committee. These dates have been established in order to allow for an orderly, efficient, and timely deliberation process for the Rank and Tenure Committee and the candidates for review. In particular, these dates have been established to provide useful and formative advice for interim review candidates and timely notification for promotion and tenure candidates.

Faculty should treat the deadlines as collegial guidelines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. The chair of the Rank and Tenure Committee and the candidate must negotiate a mutually agreed upon submission date and inform the department chair or program director, Dean, and the Rank and Tenure Committee.

The Rank and Tenure Committee, Academic Vice President, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by

the Rank and Tenure Committee, Academic Vice President, or President is not an event subject to Grievance (see section 2.16). The President will notify candidates in writing of any significant delay in the decision process.

On or before:	
June 15	<ul style="list-style-type: none"> • Draft Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and the pertinent review dates.
September 1	<ul style="list-style-type: none"> • Final Rank and Tenure Roster is distributed. • Rank and Tenure Committee chair gives a list of candidates to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process. • Rank and Tenure chair reminds all faculty that letters of evaluation for candidates for promotion to Professor or tenure are due no later than December 15. • All candidates to be considered by the Rank and Tenure Committee for interim review, except for pre-Professor, must submit self-evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.
October 15	<ul style="list-style-type: none"> • All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors. • Chairs/program directors submit letters of evaluation for candidates for interim review.
November 1	<ul style="list-style-type: none"> • Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.
December 1	<ul style="list-style-type: none"> • Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
December 15	<ul style="list-style-type: none"> • Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. • The Rank and Tenure chair sends letters to all faculty who were under interim review. A copy of this letter is also sent to the Academic Vice President. • Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.

January 15	<ul style="list-style-type: none"> • The Academic Vice President sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts. • Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure.
March 15	<ul style="list-style-type: none"> • The Rank and Tenure chair sends letters to candidates for tenure. A copy of this letter is also sent to the Academic Vice President.
April 1	<ul style="list-style-type: none"> • The Academic Vice President sends letters of recommendation of candidates for tenure to the President.
May 1	<ul style="list-style-type: none"> • The President sends out letters to candidates for tenure. • The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review. A copy of this letter is also sent to the Academic Vice President.
May 15	<ul style="list-style-type: none"> • The Academic Vice President sends letters of recommendation of candidates for promotion to the President. • The Academic Vice President sends letters to faculty subject to pre-Professor review
May 31	<ul style="list-style-type: none"> • The President sends letters to candidates for promotion.

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 Academic Vice President, 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 sections 2.6.2.2.1 to 2.6.2.2.3.

2.6.2.3 Rank and Tenure Committee Procedures

1. Although neither the Board of Trustees nor the College administration has formally agreed to the 1940 Statement and subsequent interpretive documents and is not legally bound to adhere thereto, nonetheless, in the matter of faculty tenure, promotion, non-reappointment and termination, the Rank and Tenure Committee, the College administration and the Board of Trustees respect and in general follow, as far as local conditions pertain, the 1940 Statement of Principles and subsequent interpretive comments (1940, 1970 and 1977) of the American Association of University Professors. However, in cases where differences occur between the Saint Mary's College *Faculty Handbook* and procedures and policies of the AAUP, the Saint Mary's College *Faculty Handbook* takes precedence.

2. Confidentiality

- a. The deliberations and voting of the Rank and Tenure Committee are confidential to everyone except members of the Committee, the Academic Vice President, and the President. The recommendations of the Rank and Tenure Committee will be conveyed to candidates, their chairs, and their deans by the President or the chair of the Rank and Tenure Committee. Any other discussion of any of these matters by any member of the committee is a breach of confidentiality. It is the primary responsibility of all members of the Committee to ensure that confidentiality be maintained. Faculty members should not inquire about such confidential matters from members of the Rank and Tenure Committee.
- b. While the Committee may agree to solicit additional information concerning candidates through the chair of the Rank and Tenure Committee, individual Rank and Tenure Committee members must not solicit such information. Members of the committee may, however, carry out their parallel responsibilities of contribution to the departmental review of a candidate. In doing so, they must rigorously avoid using their position as members of the Rank and Tenure Committee to sway judgments of others participating in this review.
- 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 in the candidate's file in a manner which could reveal their existence or their source.
- d. If a question arises concerning a breach of confidentiality or misuse of the information gathering process by a member of the Rank and Tenure Committee, the other members of the Committee should consider the matter together and take whatever action the Committee deems appropriate.
- e. Other than current members of the Rank and Tenure Committee, those who have access to confidential information in Rank and Tenure files are the President, the Academic Vice President, the Dean of the School for school faculty, and department chairpersons (or program directors) for department faculty (or program faculty). (See Review of Department Chairperson or Program Director, section 2.6.2.2.4.)
- f. The minutes of the Rank and Tenure Committee meetings are confidential. Normally, in addition to the members of the Committee, only the President has access to them. However, members of the Grievance Committee who are hearing appeals of cases alleging inadequate considerations or violation of academic freedom (see Grievance, section 2.16.), and the members of the Board of Trustees who are hearing appeals of cases alleging a violation of academic freedom only (see Grievance, section 2.16.3., Step IV), have access to the confidential material that was available to the Rank and Tenure Committee, as well as the minutes of the Rank and Tenure Committee meeting(s) pertaining to the case(s) being appealed. All having such access are bound by the same confidentiality which binds the Rank and Tenure Committee.

3. Voting

- a. The Rank and Tenure Committee may conduct business with a quorum of six, regular members, but it endeavors to conduct business only when all seven regular members are present. Any regular member who has a defined role (e.g., department chair or program director) in the recommendation for a candidate shall recuse him/herself from the voting.
 - b. The alternate members of the Rank and Tenure Committee (see Election Procedures, section 1.7.3.5) attend Rank and Tenure Committee meetings in order to insure that the absence of a member(s) would not prevent conducting business in a timely manner. If a regular member is absent, the alternate becomes a regular member for that meeting.
 - c. If any member of the Rank and Tenure Committee judges that he/she has had insufficient time to read all pertinent materials of a particular case, he/she may request the case be continued to a later meeting.
 - d. If a member of the Committee judges that the information submitted on a candidate for promotion or tenure is insufficient, he/she may move to table the voting until the Committee believes sufficient information is available.
 - e. In making recommendations concerning cases involving interim review, promotion, and/or tenure, the Committee will vote by secret ballot. Tally of votes is recorded only in the minutes.
 - f. A simple majority of the regular members of the Committee present is required to make a recommendation for the Rank and Tenure Committee. Only positive or negative votes shall be cast. In case of a tie vote, further discussion and a new vote will occur at the next meeting in which seven regular members are present unless the Committee decides otherwise by unanimous consent. If a regular member believes that he/she would not be able to cast a vote, then he/she will step down from the Committee for that case and be replaced by an alternate.
4. The Rank and Tenure Committee endeavors to complete its recommendations by the last day of classes in May.

2.6.2.4

Student Rank and Tenure Committee Procedures

1. By September 1 of each year, the Academic Vice President shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.
2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.
3. Members of the Student Rank and Tenure Committee will endeavor to distribute teaching evaluation forms during the fall term in the classes of candidates for promotion and tenure. Members of the Student Rank and Tenure Committee will be given access

through the Office of the Academic Vice President to the previous spring teaching evaluation forms for all such candidates.

4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

2.6.2.5

Recommendation and Decision Procedures

Interim Review

1. All interim review decisions of the Rank and Tenure Committee, whether positive or negative, are recommendations to the Academic Vice President and go first to the Academic Vice President for consideration before a final decision regarding reappointment is made. (See section 2.8.3.1 for additional information regarding negative decisions.)
 - a. When the Academic Vice President has reached a decision, the candidate receives both the letter of the Rank and Tenure Committee, signed by its chair, and a letter signed by the Academic Vice President announcing that decision, with a copy to the faculty member's Dean and department chair or program director.
 - b. Each group of interim letters (e.g., fourth-year review) should go out to individual faculty members at the same time.

Tenure

1. All decisions on tenure by the Rank and Tenure Committee, whether positive or negative, are recommendations to the President, who grants or denies tenure.
 - a. When a positive tenure decision has been made by the Rank and Tenure Committee, a letter signed by the chair and addressed to the President is forwarded to the Academic Vice President for consideration.
 - b. When the Academic Vice President's decision is also positive, the letter from the Rank and Tenure Committee chair and a letter stating the Academic Vice President's agreement are forwarded together to the President.
 - c. When the Academic Vice President is considering rendering a negative decision, the Academic Vice President shall inform the candidate in writing, including a copy of the Rank and Tenure Committee's positive decision. If the candidate so desires, the Academic Vice President shall discuss the basis for the negative decision with the candidate.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the Academic Vice President to submit to the Academic Vice President his/her written response to the negative decision, including any additional materials for consideration.
 - ii. After receiving the candidate's reply, or after the allotted time for the candidate's reply has passed, whichever comes first, the Academic Vice President will then make a formal decision and write a letter to the President.

- iii. The Academic Vice President will send that letter together with the letter from the Rank and Tenure Committee and any timely response from the candidate (including additional materials for consideration) directly to the President at the same time.
- d. When a negative tenure decision has been made by the Rank and Tenure Committee, the chair of the Committee shall inform the candidate in writing, with a copy of the letter to the President recommending against tenure sent to the Academic Vice President for consideration.
 - i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the chair of the Rank and Tenure Committee to submit to the Academic Vice President his/her written response to the decision, including additional materials for consideration.
 - ii. After the allotted period of time for the candidate's reply has passed, or a reply has been received, whichever occurs first, the Academic Vice President will make a decision.
 - iii. The Academic Vice President will convey the decision in a letter to the President, which will be forwarded at the same time as any timely response (including additional materials) from the candidate, and the letter from the Rank and Tenure Committee, signed by the chair.
- 2. Upon receipt of the recommendations and the candidate's written response (if timely made) the President of the College shall review the recommendations and the candidate's written response and make the final decision as to the granting or denial of tenure.
- 3. If the President disagrees with the recommendations of the Rank and Tenure Committee and/or the Academic Vice President to grant tenure in a tenure consideration, the President will meet with the Rank and Tenure Committee or, if his disagreement is with the Academic Vice President alone, with the Academic Vice President, to discuss the case. If, after such meeting and discussion, the President still disagrees with the recommendation(s) in a case where the President intends to deny tenure, the President shall inform the faculty member in writing of the President's decision to deny tenure and will inform the candidate of the recommendations of both the Rank and Tenure Committee and the Academic Vice President. If the faculty member so requests, the President will give (the) reasons for denial of tenure orally, in person or by telephone, to the faculty member. If the faculty member so requests, the President will give the faculty member a written statement of the reasons for denial of tenure.

The President will inform all candidates in writing of his decision to grant or deny tenure. To the extent possible, notification to the candidates of tenure decisions will be made at approximately the same time. In all cases where the President's decision is to deny tenure, the President shall inform the candidate in writing of the President's decision and the recommendation (to recommend or deny) of the Rank and Tenure Committee, and the recommendation (to recommend or deny) of the Academic Vice President.

5. Following notification to the candidate of the President's decision, the candidate may appeal the President's decision to deny tenure according to the Appeal Procedures.

Promotion

All decisions on promotion by the Rank and Tenure Committee, whether positive or negative, are advisory to the President, but are sent first to the Academic Vice President for consideration. The Academic Vice President arrives at a separate decision, based on a review of the evidence gathered in the formal Rank and Tenure process and any new materials submitted by the candidate after the Rank and Tenure Committee decision. The Academic Vice President will indicate in writing to the President whether he concurs with the recommendation of the Rank and Tenure Committee and forward to the President both that written concurrence and the letter from the Rank and Tenure Committee. If the Academic Vice President does not concur with the recommendation of the Rank and Tenure Committee, he will write a separate letter and forward this to the President along with the letter from the Rank and Tenure Committee. The President shall make his decision based on the stated *Faculty Handbook* criteria for promotion and tenure, after reviewing the evidence gathered in the formal Rank and Tenure process and any additional materials submitted by the candidate to the Academic Vice President pursuant to notification of a negative Rank and Tenure Committee or Academic Vice President's decision.

2.6.3

ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS

1. Academic administrators with faculty rank are those who meet the following criteria:
 - a. Regular faculty status, granted according to the same standards that apply to other members of the faculty.
 - b. Administrative duties of a genuinely academic character, that is, directly concerned with the academic program or with the academic preparation of students (e.g., President, Academic Vice President, Dean of a School).
2. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
3. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of tenure and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they progress one step within rank each year.
4. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty.
5. The Academic Vice President will be reviewed by the Rank and Tenure Committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview with the candidate. Recommendation should be made by the chairperson of the Academic Senate to the President of the College.
6. Promotion and the granting of tenure to academic administrators should be governed by the same criteria that are applied to other faculty members (with the exception that the

academic administrator is regarded as full-time regardless of the extent of his/her teaching duties).

7. The Rank and Tenure Committee makes no recommendation directly on the appointment and retention of academic administrators who are appointed in their administrative capacity by the President of the College. It does make recommendations on their rank and promotion and tenure.

2.7

TENURE
(see section 2.6)

2.8 SEPARATION

2.8.1 RESIGNATION

Resignation with Notice

A faculty member may resign his/her appointment, usually effective at the end of the academic year. The member should give notice in writing of his/her intention to resign as soon as possible, but not later than June 1.

Resignation by Default

Resignation of a faculty member is presumed if the annual letter of appointment is not signed and returned to the Director of Human Resources within the time stipulated in the letter of appointment.

2.8.2 RETIREMENT OF TENURED FACULTY MEMBERS

1. A tenured faculty member intending to retire is urged to inform in writing the department chairperson and/or program director, and the Dean of the School of his/her decision to retire at least one year prior to the expected retirement date, so that the department/program can make appropriate plans.
2. A tenured faculty member intending to retire must submit a letter to his/her department chair/program director, and Dean indicating this decision and the effective date of retirement so that the department/program can make appropriate plans.
3. A tenured faculty member considering retirement, or wishing to retire, should consult the Human Resources office regarding social security, as well as TIAA-CREF illustrations of projected income and other benefits under the College's retirement plan at least six months in advance of expected retirement date. (Refer to Retirement, section 2.14.9.)

2.8.3 NON-REAPPOINTMENT OF TENURE-TRACK FACULTY

2.8.3.1 Notice of Non-reappointment of Probationary Tenure-track Faculty

1. As part of the interim review process, the Rank and Tenure Committee may recommend non-reappointment to the Academic Vice President, in which case the Rank and Tenure Committee will notify the candidate's Dean and department chairperson/program director of the Rank and Tenure Committee recommendation.
2. The decision not to renew the term appointment of a tenure-track faculty member, before his/her tenure consideration year, is made by the Academic Vice President in consultation with the Dean of the candidate's School and with his/her department chairperson/program director.
3. A faculty member who is not reappointed may appeal the decision by the Academic Vice President to the Grievance Committee (see section 2.16).

2.8.3.2

Standards of Notice for Probationary Tenure-track Appointments

1. Full-time, tenure-track faculty members in their first academic year of service must be notified in writing by the Academic Vice President of non-reappointment or intention to recommend non-reappointment not later than March 1 of that year or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Full-time, tenure-track faculty members in their second year of service must be notified in writing by the Academic Vice President of non-reappointment or of the intention to recommend non-reappointment not later than December 15 of that year or, if the appointment terminates during the academic year, at least six months in advance of its termination.
3. Full-time, tenure-track faculty members in their third year or later of academic service must be notified in writing by the Academic Vice President of non-reappointment or of intention to recommend non-reappointment no later than June 30 of that year or, if the one-year appointment terminates during an academic year, at least 12 months in advance of the expiration of their appointments.

2.8.4

ISSUANCE OF LETTERS OF APPOINTMENT FOR NON-TENURE-TRACK FACULTY

Appointment as a non-tenure-track faculty member is for a set number of courses and a set term and does not imply any continued employment beyond the date set forward in the letter of appointment. However, in the case of a full-year appointment, the College will indicate no later than December 15 of the current appointment year whether the College anticipates offering a subsequent letter of appointment. This does not apply to appointments for only one semester, quarter, or term, even when those appointments are combined with non-teaching duties at the College. All of these conditions will be reflected in the letter of appointment issued by the College.

2.8.4.1

Retirement of Non-tenure-track Faculty

If a non-tenure-track faculty member anticipates retirement and has retirement benefits, he/she should follow the procedures outlined in section 2.8.2.

2.8.5

TERMINATION OF AN APPOINTMENT BY THE COLLEGE

Termination of an 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:

2.8.5.1

General Financial Exigency

Termination may result because of a general state of financial exigency which threatens the survival of the College. In advance of a declaration of a state of general financial exigency, the President and 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 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 Academic Vice President, 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.

2.8.5.2 Discontinuance of an Academic Program or Department not Mandated by General Financial Exigency

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 Educational Policies Board 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 Academic Vice President according to established procedures (see section 1.6.1.2). 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 Academic Vice President, 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.

2.8.5.3 Medical Reasons

Termination will be based on clear and convincing medical evidence that the member cannot continue, with or without reasonable accommodation, to fulfill the terms and conditions of appointment. The evidence will be reviewed in confidence by the Rank and Tenure Committee if requested by the faculty member. Severance salary will be offered.

2.8.5.4 Failure to Observe Conditions for Leave of Absence or Sabbatical

If a faculty member fails to observe the conditions mutually agreed upon in writing for a leave of absence or a sabbatical, he/she may be subject to a hearing of the Grievance Committee called at the request of his/her department chair, appropriate Academic Dean, or

the Academic Vice President to recommend whether there is cause for termination. The party bringing the complaint shall present a written case for termination to the Grievance Committee and the faculty member. 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 Academic Vice President will render the decision whether to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the Academic Vice President will set out his/her reasons. The decision of the Academic Vice President may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

2.8.5.5

Unfitness

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), 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 Academic Vice President 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 Academic Vice President 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 Academic Vice President will set out his/her reasons. The decision of the Academic Vice President may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

If in the judgment of the Administration, there is a likelihood of immediate harm to student(s), other faculty, or the faculty member him/herself, the faculty member may be suspended with pay pending the resolution of the hearing, decision, and appeal process.

2.9

FACULTY RIGHTS AND RESPONSIBILITIES

2.9.1

ACADEMIC FREEDOM AND RESPONSIBILITY

Freedom and Responsibility

Academic freedom is enjoyed by all faculty members as generally indicated in the documents of the AAUP. All members of the faculty are expected to respect the religious commitment of the College.

A faculty member should have the expressed authority of the President if he/she proposes to make a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they "should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution." (AAUP).³

³ AAUP Policy Documents and Reports (1990): 4

2.9.2

INSTITUTIONAL POLICIES

2.9.2.1

Policy on Harassment of Employees or Students

Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability and that such behavior is prohibited both by law and by Saint Mary's policy. Complaints of sexual harassment involving employees or visitors to the College (e.g., contractors, vendors, or non-student guests) should be reported to the Director of Human Resources, who will promptly investigate such complaints. Complaints of sexual harassment or assault involving students or student visitors should be reported promptly to the Dean of Student Development and Leadership, who will initiate an investigation of such allegations. Retaliation against a person who brings a complaint of sexual harassment is also strictly prohibited and may result in separate disciplinary action. It is Saint Mary's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students, and staff, are responsible for insuring an environment free of sexual harassment.

Definition of Sexual Harassment

1. Sexual harassment is a form of sex discrimination which is illegal under both federal and state law. It can be verbal, visual, or physical. Although what constitutes sexual harassment will vary with the particular circumstances, it is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in a College activity; or
 - b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or
 - c. Such conduct has the effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or learning environment.
2. Sexual harassment does not include verbal expression or written material that is relevant and appropriately related to course subject matter or curriculum, and nothing in this policy is intended to interfere with Saint Mary's educational mission or academic freedom, e.g., the ability of a teacher or student to examine examples of harassment appropriate to a particular subject.
 3. A determination of whether particular conduct creates an intimidating, hostile or offensive work or learning environment is assessed from the point of view of a

reasonable person in the complainant's position; such a determination also takes into account the totality of the circumstances, including, but not limited to, the following:

- a. the frequency of the offensive conduct;
- b. its seriousness;
- c. whether it is physically threatening or humiliating;
- d. the location of the conduct and the context in which it occurred;
- e. the degree to which the conduct affected the education or employment environment; and
- f. the relationship between the parties.

Examples of Conduct Which May Be Sexual Harassment

1. Examples of verbal, physical or visual conduct which may be sexual harassment include, but are not limited to:
 - a. direct propositions of a sexual nature;
 - b. sexual innuendoes and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
 - c. direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc.
 - d. conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more the following:
 - i. comments of a sexual nature, including sexual explicit statements, questions, jokes, anecdotes, or graphic material (e.g., sexually explicit visuals such as screen savers);
 - ii. unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - iii. remarks of a sexual nature about a person's clothing or body;
 - iv. insulting sounds or gestures, whistles, or catcalls;
 - v. invading someone's personal space or blocking her/his path;
 - vi. unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications;

- e. a consensual romantic or sexual relationship which
 - i. causes adverse treatment of third parties or
 - ii. creates a hostile or intimidating working or learning environment for third parties;
 - f. stalking (which is also criminal behavior).
 - g. sexual assault (which is also criminal behavior).
2. Some conduct that may appear to be consensual may also be unacceptable.
 3. Gender-based discrimination, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender, but not involving conduct of a sexual nature (e.g., the repeated sabotaging of female students' laboratory experiments by male students in the class) may be a form of sex discrimination prohibited by law. While gender-based discrimination may be distinguished from sexual harassment, acts of gender-based discrimination may contribute to the creation of a hostile work or academic environment. Thus, a determination of whether a hostile environment due to sexual harassment exists may take into account acts of gender-based discrimination.
 4. Not all sexual harassment occurs between persons of differing power. Sexual harassment may also occur between peers. In addition, while the majority of reported cases of sexual harassment involve a male harassing a female, sexual harassment may also involve a female harassing a male, or an individual harassing a person of the same gender.

Resources for Resolution of Complaints

Saint Mary's has in place internal procedures to investigate and resolve complaints of harassment. These procedures are intended to assure fairness and to maintain confidentiality in the process of resolving complaints.

1. There are designated individuals at Saint Mary's who are trained to investigate and resolve complaints of harassment, including but not limited to sexual harassment.

These include the following:

- a. In cases involving employees, the Director of Human Resources is responsible for overseeing Saint Mary's compliance with the sexual harassment policy. To this end, the Director of Human Resources is available to assist Saint Mary's students and employees with the resolution of any concern about behavior which might be sexual harassment. All members of the Saint Mary's community shall cooperate fully with the Director of Human Resources in the fulfillment of her/his responsibilities.
- b. In cases involving student-on-student sexual misconduct, including but not limited to sexual harassment, the Dean of Student Development and Leadership is responsible for receiving such complaints and assuring that the appropriate student investigative and disciplinary processes are undertaken.

- c. Individuals who believe they have experienced discrimination or retaliation are also free to contact the Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing to pursue external legal remedies.
- d. Nothing in Saint Mary's Sexual Harassment and Complaint Resolution policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. However, faculty members may not interject into the academic setting sexual material that is unrelated to any legitimate educational objective or allow the educational setting to be so sexually charged that Saint Mary's students are prevented from effectively participating in the academic environment.
- e. Saint Mary's offers its employees during each academic year several opportunities to attend seminars regarding discrimination (which will also include an update on legal developments in the area of sexual harassment), and faculty attendance at one such campus seminar in this area per academic year is required.

Retaliation and/or Violation of Interim Protections

Threats, other forms of intimidation and retaliation against a family member, student or staff employee for bringing a complaint of sexual harassment or for assisting another in bringing a complaint are prohibited. Retaliation is a violation of College policy and the law and is a serious offense which constitutes an independent basis for investigation and the imposition of sanctions on the retaliating employee, if determined to have occurred.

2.9.2.2

Family Educational Rights and Privacy Act of 1974: Compliance

The Family Educational Rights and Privacy Act of 1974 grants all students 18 years or older significant rights of access to their educational records. This Act also protects the privacy of these records and requires the College to inform all students of the rights and safeguards given in the Act. Students who wish access to any written records directly concerning them shall submit their request to the Office of the Registrar, which is authorized to review each request and to approve requests that are proper. Faculty members do not have the right to release grades or other educational records to anyone other than appropriate College officials who have a legitimate educational interest in the information (e.g., an advisor, Dean, etc.); they may not give grades to parents or guardians if the student is a legal adult (18 years or older) without the student's prior written consent. The Act does not give any student the right to contest a grade given in a course, but the Act does give the student the right to seek to correct an improperly recorded grade.

2.10 FACULTY DEVELOPMENT

2.10.1 SABBATICAL LEAVE

2.10.1.1 Definition

The primary purpose of sabbatical leaves is to provide faculty an opportunity for intellectual enrichment and growth. Designed to enable faculty to pursue professional development more intensively than is normally possible, sabbatical leaves are an investment of the College in its academic future and reputation.

Sabbatical leaves may be awarded for various reasons related to scholarly growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances one's teaching and research pursuits, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel abroad for the purpose of study or research. (See Scholarly Interests and Pursuits, section 2.6.1.)

The calendar parameters for traditional undergraduate and graduate sabbaticals shall be the regular academic year as determined by the undergraduate calendar. 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 traditional undergraduate faculty.

2.10.1.2 Eligibility Criteria

Sabbatical leaves are available to full-time, tenured faculty only after the conferral of tenure and normally after six years of full-time service at the College. For those tenure-track faculty who were in their first year of service during the 1997-1998 school year, or were hired subsequent to that year, and who were given years of credit towards tenure at the College for service at another institution, no more than two (2) of those years of credit may count toward years of eligibility for sabbatical. Tenure-track faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to two (2) years of this service towards the service eligibility criteria for their first sabbatical.

After receiving tenure, faculty who are providing currently or have provided while on tenure track in the past less than full-time service to the College on a temporary basis, may consider each 7/7 (or equivalent) of accumulated service on tenure track as one year of service towards eligibility for sabbatical. Tenured faculty who are on the permanent Reduced Services Plan are not eligible for sabbatical leave. Faculty may count up to one year of leave time toward eligibility for each sabbatical.

Any applicant for sabbatical leave must have been granted tenure before the deadline for application for sabbatical. Further, if it is the first sabbatical at the College, prior to commencing the sabbatical leave (not prior to application) the applicant must have completed six years of full-time service, including credit consistent with the provisions in the preceding paragraphs. Provided that the applicant has already been granted tenure, service during the year of application counts toward eligibility. Application may be made for subsequent sabbaticals provided in each case that the applicant will have completed six additional years of full time service (or the equivalent) after returning from the preceding sabbatical and prior to commencing the next sabbatical. A faculty member awarded

sabbatical leave must return to full-time status on the College faculty for at least one year after the expiration of the leave, or the salary paid during the leave will be forfeited and must be refunded.

2.10.1.3

Review

Sabbatical awards are made to faculty upon the formal recommendation of the chair and the vice chair of the Educational Policies Board (EPB), representing the views of the Undergraduate Policies and the Graduate Policies Committees, with the approval of the Academic Vice President and the President. Full-time, tenured faculty submit their applications to the chair of the EPB. The chair of the EPB is responsible for collecting cost estimates for each proposal from the appropriate Dean (who will have consulted with the appropriate department chair or program director), and forwarding them to the Academic Vice President. Sabbatical leaves carry 4/7ths salary for the year or full salary for a half-year absence (includes January Term). Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

All proposals for sabbatical leave must be submitted to the chair of the EPB, and must contain specific information on the applicant's eligibility pursuant to the preceding criteria in section 2.10.1.2. The application must clearly define a) how the sabbatical will be spent; b) how it will promote the professional growth of the applicant; c) how it will benefit the College; d) how it will contribute to the applicant's discipline; and e), whether the sabbatical project will result in publication, seminar, lecture, meetings, readings, performances, etc. All proposals will include a current curriculum vitae. Faculty who are applying for a sabbatical which will occur in the year in which they will be considered for promotion should make timely arrangements for student Rank and Tenure evaluations, for incomplete files may delay the consideration of their promotion case by the Rank and Tenure Committee.

Although each application will be reviewed on its individual merits, the number granted in any year will be subject to available financial resources. Sabbatical leaves are not automatic after any stated period of service, but are awarded based on consideration of the merits of the proposal. The principal criterion in judging a request for sabbatical leave is the extent to which it is expected to enhance the professional development of the faculty member. The expected degree to which the results of the sabbatical leave will contribute to the life of the College and the applicant's discipline will also be considered.

2.10.1.4

Sabbatical Protocols and Timeline for Consideration

1. Prior to making an application for sabbatical, applicants will consult with the Dean for Academic Services to assess their eligibility for sabbatical leave.
2. Upon verification of eligibility, applicants will submit their proposal to the chair of the EPB, and to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence, together with an estimate of the expected costs. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the Academic Vice President.)

3. The Dean will review the explanation of staffing arrangements and cost estimates, amend them if necessary, and confirm the estimate by countersigning it. In the event of multiple requests from any one department/program, the Dean must approve their timing. The Dean will forward each replacement cost estimate to the chair of the EPB, on or before September 15 of the year preceding the academic year of the proposed leave.
4. The chair of EPB will assure that cost estimates related to particular sabbatical proposals are forwarded in each case to the Academic Vice President, but they are not distributed to EPB members nor considered by the special review subcommittee or the EPB in the deliberations concerning the merit of proposals.
5. After the deadline for applications has passed, the members of the Undergraduate Policies and Graduate Policies Committees meet jointly to review and evaluate all proposals submitted and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual subcommittee members will then be tallied and an overall ranking of each proposal arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Executive Council of the EPB will resolve the contended rankings. When the Committee is in agreement on the rankings of all proposals, or the disagreement has been resolved by the Executive Council, the proposals will be sent forward to the Academic Vice President by the chair and the vice-chair of the EPB.

If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the subcommittee will forward these qualified proposals to the Academic Vice President without rankings. If the total number of qualified proposals is greater than the number currently approved, the subcommittee will forward the approved number without rankings, and will rank the remainder according to the tally previously taken. This group may be further divided into the following categories: a) strongly recommended (as extremely close to the original approved group); b) recommended (as qualified, though not as close in merit as the "strongly recommended" group). In either case, those proposals deemed not qualified will be ranked after the rest but identified to the Academic Vice President as "not recommended".

6. The Academic Vice President will review those sabbatical proposals deemed qualified by the chair and vice chair of the EPB. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the Academic Vice President identifies problems pertaining to the overall quality of the proposals advanced by the chair and vice chair of the EPB, the Academic Vice President will consult with the chair and vice chair. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.

Upon completing the review of the proposals, the Academic Vice President will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the Academic Vice President, Academic Dean, department chair or program director and the chair and vice chair of the EPB.

7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the Academic Vice President within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the Director of Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.
8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, should come from the chair of the appropriate committee of the EPB.
9. If a sabbatical leave is recommended by the chair and vice chair of the EPB but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during that year in which he/she might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.

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 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 2.2.5.2) in financing their faculty development activities so as to optimize their ability to compete in a national search.

The Faculty Development Fund Committee, whose members are the Dean for Academic Services (chairperson), the Director for Faculty Development and Scholarship, 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).

2.10.3

OFFICE OF FACULTY DEVELOPMENT AND SCHOLARSHIP

The Faculty Development and Scholarship office provides professional development opportunities and support services to all Saint Mary's College faculty members as teachers and scholars, consistent with the mission of the College. In order to promote excellence in teaching, student learning, and scholarship, the program is carried out in a variety of ways, most typically through workshops on topics of teaching and learning, seminar-style reading/discussion groups, distribution of printed materials, dissemination of information about grants and fellowships and through individual consultation. The Director for Faculty Development and Scholarship provides leadership, acting as facilitator and "coach," in assisting individual faculty members to

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take full advantage of professional growth opportunities. The Director also administers a scholarship program which supports Saint Mary's students, including those of color, who aspire to become college professors, and has additional responsibility to promote competitive national student scholarships (e.g., Fulbright grants and Rhodes scholarships).

2.11

FACULTY WORKLOAD

2.11.1

WORKLOAD FOR RANKED FACULTY

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

1. To devote their full-time and best efforts during the periods of their appointments to performing the specified duties in their letters of appointment and to carrying out other duties assigned to them in accordance with the applicable provisions of the *Faculty Handbook*.
2. Not to accept or engage in any other employment or activity, whether paid or unpaid, which in the judgment of the President in consultation with the Dean of the faculty member's School might interfere with the performance of such duties, without the prior written authorization of the President. All such authorizations are required for each term of appointment in which they are sought, and will be granted on an annual basis only. A copy of any such authorization must be forwarded to the Office of Academic Affairs. Faculty may engage in teaching, consulting or other paid activities outside the College without the prior written authorization of the President as long as such activities do not exceed the equivalent of one eight (8) hour day each week while teaching.
3. Faculty who are engaged in compensated consultancies or other paid activities outside the College that exceed the equivalent of one school day each week while teaching should secure the prior written approval of the Dean of the School. Such approval is subject to annual review for continued approval. A copy of any approval will be forwarded to the Office of Academic Affairs.
4. The full-time teaching load for 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."
5. Ranked faculty are obligated to accept teaching assignments for which they are qualified, as assigned by the College.
6. 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.
7. Ranked faculty are expected to attend departmental and committee meetings, general Academic Senate meetings, Commencement, and other special convocations.
8. 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 extraordinary instruction substitution, following review and approval of the appropriate Dean and the Academic Vice President, faculty will be compensated according to a schedule maintained by the Human Resources office.

2.11.2

WORKLOAD FOR NON TENURE-TRACK FACULTY

1. The non-teaching workload for Visiting Faculty will be proportional to the extent of their instructional duties, and otherwise similar to that of ranked faculty in section 2.11.1.(8), above
2. The non-teaching workload for Adjunct Faculty will be proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty.
3. Lecturers will hold office hours or make themselves equivalently available to students through other means appropriate to the program, and will attend meetings as required by chairs or program directors.

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 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.

2.11.4

OFFICE HOURS

All faculty are required to hold regular office hours. Office hours should be posted and regular, and sufficient for the number of advisees assigned. 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.

2.12

WORKPLACE CONDITIONS

2.12.1

DRUG-FREE WORKPLACE AND ALCOHOL USE POLICY

In accordance with applicable law, the College seeks to maintain a safe, healthy, and productive environment for its employees, students and others who may visit or work at the campus.

The use and abuse of alcohol and drugs pose a serious risk to the physical and emotional health of an individual and can negatively impact one's professional and private life, as well as the life of the College.

Potential health risks include, but are not limited to:

- Confusion, hallucinations, paranoia, deep depression
- Cardiac irregularities and hypertension
- Neurological damage
- Organ damage, including cirrhosis of the liver
- Increased cancer risk
- Malnutrition

Therefore, the purchase, possession, use, distribution, or manufacture of illegal drugs and the possession and use of unauthorized alcoholic beverages on College premises or as part of any College activity is prohibited. Authorized alcohol is that served at College-sponsored functions to persons age 21 or older; consumption of authorized alcoholic beverages is not permitted in any classroom building or within public areas of the College. For purposes of this policy, illegal drugs are drugs that cannot be obtained legally, as well as drugs that are legally obtained, but used for illegal purposes, or abused.

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and unauthorized alcohol. Some examples of those laws are:

- Purchase, possession or consumption of alcohol by a person under age 21 is prohibited.
- Providing or selling alcohol to someone under age 21 or to any obviously, intoxicated person is prohibited.
- Except under authority of a California Alcoholic Beverage Control License, selling alcoholic beverages, either directly or indirectly, is prohibited.
- Purchase, possession or use of illegal drugs is prohibited.

If prescribed or non-prescribed drugs which the employee must take for reasons of health interfere with his/her job performance or endanger the safety of others, the employee must take a medical leave of absence, make other arrangements to be away from his or her position or request an accommodation in the work environment and/or the job until the condition improves. In the case of a request for accommodation, the College will require appropriate professional documentation regarding the employee's drug or alcohol related

condition and will determine if the accommodation requested is reasonable under the circumstances presented.

Whenever a violation of this policy or whenever the use of any drug, including alcohol, adversely affects the employee's job performance, with reasonable accommodation, or the job performance or safety of others, the College will take disciplinary or other corrective measures including termination and possible referral for criminal prosecution.

If faculty members are concerned about their life and health relative to alcohol and/or drug use, they are urged to contact the College's Employee Assistance Program (EAP) at 1-800-998-8448. The EAP assures all employees of confidential counseling for drug and alcohol problems, as well as for stress, marriage, children, emotional and relationship problems.

2.12.2 POLICY ON SMOKING IN CAMPUS FACILITIES

Smoking is prohibited inside all non-residential buildings.

2.12.3 OBSERVANCE OF CAMPUS REGULATIONS

Faculty members are urged to discourage infractions of campus regulations by students and visitors. Violators should be informed or reminded that they are breaking College rules. Instructors are referred to the Saint Mary's College *Student Handbook* for information concerning College regulations, their mode of enforcement, and the manner in which penalties are imposed. Serious student infractions should be reported to the Vice President of Student Affairs. Problems with visitors are reported to the Director of Public Safety.

2.12.4 ASSIGNMENT OF OFFICES

Assignment of offices to the faculty is done by the Deans of the Schools. Questions concerning this matter should be addressed to them.

2.12.5 PHOTOCOPIER AND DUPLICATING EQUIPMENT FOR FACULTY USE

Use of photocopier and duplicating equipment is restricted to instructors and staff. Use by students is permitted only by arrangement with an instructor or staff member and must be for the purpose of copying material related to the instructor's curricular needs or the staff member's requirements.

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 LEAVES

2.13.1 LEAVES WITH PAY

For detailed information regarding specific leaves of absence, contact the Human Resources office. For sabbatical leave, see 2.10.1.

2.13.1.1 Sick Leave (Short-term Disability Income Benefits)

For faculty, accumulation of paid sick leave is at the rate of four (4) weeks for each year of full-time employment up to a maximum of twelve (12) weeks, at which time long-term disability income benefits commence, if applicable. Sick leave is normally coordinated with State Disability Insurance to assure that one remains at 100% of normal earnings as long as possible.

The Human Resources office must be notified as soon as possible of any sick leave, pregnancy disability, other disability, or of the need for Family and Medical Leave (in writing when possible) as soon as the faculty member is aware of the need for such leave. In non-emergency situations, the employee must provide no less than thirty (30) days written notice to the Human Resources Office. For details of the policy, contact the Human Resources office.

2.13.2 LEAVES WITHOUT PAY

Leave of Absence

For those leaves of absence that are not legally mandated, full-time faculty may obtain a leave of absence with the approval of the department chairperson, by recommendation of the Dean of the School and the Academic Vice President to the President. Normally, a leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional year. Under extraordinary circumstances, the President may extend the leave of absence for an additional period of time. Collateral benefits are not due during leave of absence except that a faculty member may continue medical, dental, and vision insurance during any leave that is not covered by the Family and Medical Leave Act of 1993, normally on the condition that he/she pays the entire premium. One year or less of scholarly leave of absence may normally be counted as part of the probationary period. A faculty member on leave must notify the Dean of the School or the Academic Vice President by April 1 or within 30 days of receipt of contract, whichever is later, of his/her intention to return or not to return at the beginning of the next academic year. However, faculty members are strongly urged to so notify by March 1.

2.13.2.1 Family and Medical Leave Act of 1993/California Family Rights Act

The Family and Medical Leave Act of 1993 and the California Family Rights Act entitle a faculty member who has been employed at least one full calendar year and has worked 1,250 hours during the preceding 12 months to take up to 12 weeks unpaid leave with the right to return to the same or comparable position. Leaves will be granted to accommodate the needs of a faculty member due to the birth, adoption, or foster care placement of a child within 12 months of the child's birth or placement; to care for a spouse, dependent child or parent with a serious health condition; or because of a serious health condition of the faculty member. Serious health condition is defined as a condition requiring hospitalization, the ongoing care of a licensed treatment provider, or the absence of three days or more and the

care of a licensed treatment provider. During this time, the faculty member can be required to use his/her unused sick leave and the College will continue its contribution to the faculty member's health insurance premium. Medical or pregnancy leaves generally include the right to return to the same or comparable position.

2.14

BENEFITS

The Director of Human Resources is responsible for all benefits, policies and programs and for communicating these through available booklets, orientation, enrollment, and forms. This office also provides claims, accounting and related details. Coverage is automatic only for benefits required by law (Social Security, Workers' Compensation, State Unemployment and State Disability). Each faculty member is personally responsible for enrolling in a timely fashion in all other benefit programs listed below.

2.14.1

MANDATORY BENEFITS

All faculty members are covered by law by Social Security, Workers' Compensation, State Disability and State Unemployment Insurance.

2.14.2

LONG-TERM DISABILITY INCOME BENEFITS

All ranked faculty and Adjunct Faculty teaching 6+ courses per year on an annual basis are covered by long-term disability insurance. Coverage begins on the first day of the month following 30 days of employment. The full cost of this coverage is paid by the College. Under the plan, 60% of annual salary to a maximum of \$7,500 per month is payable to an employee who is unable to perform the duties of his/her job, as determined by a physician. After a 90-day elimination period, the Human Resources office will process a claim for benefits under the policy. The faculty member will be paid an annual increase equal to the annual cost of living adjustment, if any, at the College, until age 65, until death occurs, or until he/she is able to resume his/her normal duties.

2.14.3

BASE AND MAJOR MEDICAL PLANS

The College provides comprehensive medical plans for all ranked faculty either through Foundation Benefit Life Company (a preferred provider option), Kaiser Health Plan, or Foundation Health Plan. The latter two are qualified health maintenance organizations. The College pays up to a fixed dollar amount which is determined on an annual basis. Any additional premium costs are paid by the employee on a pre-tax basis through payroll deduction. Adjunct Faculty teaching four to five courses per year are also eligible for coverage. In such cases, the College contribution will be pro-rated, based on the percentage of full time worked. Employees must enroll in one of the programs within the first 30 days of employment. Coverage begins on the first day of the month following 30 days of employment. Rates and applications for coverage may be obtained from the Human Resources office.

2.14.4

GROUP DENTAL INSURANCE

All ranked faculty and Adjunct Faculty working on a 6+ course per year arrangement may elect to participate in one of the programs offered by the Delta Dental Program. Coverage for either program begins on the first day of the month following 30 days of employment.

The cost of employee coverage is paid by the College, and employees are responsible for dependent coverage through pre-tax payroll deductions.

2.14.5 GROUP VISION INSURANCE

All ranked faculty and Adjunct Faculty teaching 6+ courses per year are eligible for group vision coverage. The benefits include annual eye exams and lenses. Coverage begins on the first day of the month following 30 days of employment. The College pays 100% of the monthly premium for the employee and the employee pays for dependent coverage through pre-tax payroll deductions.

2.14.6 GROUP TERM LIFE INSURANCE

All ranked faculty and Adjunct Faculty teaching 6+ courses per 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 \$50,000. 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.

2.14.7 ACCIDENTAL DEATH AND DISMEMBERMENT/TRAVEL ASSISTANCE

All ranked faculty and Adjunct Faculty teaching 6+ courses per year 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.

2.14.8 WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance for work-related injuries or illnesses, as required by law. The coverage is effective on the first day of employment and is automatic. Benefits include payment of all approved medical expenses related to an accident or illness, as well as weekly benefits. Claims must be filed with the Human Resources office immediately after sustaining an injury or illness, and the faculty member will be directed to the appropriate medical treatment center.

2.14.9 RETIREMENT

1. Social Security/Medicare. All employees are covered by law and have a Social Security deduction made from their pay. The amount deducted is paid into a Social Security account for each employee. Social Security provides retirement benefits and disability and survivorship plans.
2. TIAA/CREF Retirement Plan. All faculty with the rank of Instructor, Assistant Professor, Associate Professor, or Professor are eligible to participate in the TIAA/CREF retirement program after the completion of one year of service at Saint Mary's College or one year of prior service with any institution of higher education and attainment of age 21. The College contribution is equal to at least 7.5% of the

employee's monthly earnings, whether or not the employee contributes to the program. A tax-deferred option is available for those faculty who wish to reduce their taxable income by \$25.00 or more, up to limits established by the Internal Revenue Service, and a Reduced Services Plan for full-time faculty is also available. Voluntary additional contributions are placed in Supplemental Retirement contracts and are made on a tax-deferred basis. Supplemental Annuity contracts allow a loan provision and lump sum distributions at termination. Full- and part-time faculty may contribute to the TIAA/CREF program at any time. Although the College permits the voluntary selection of alternative carriers for employee contributions, it will not contribute to any carrier other than TIAA or CREF.

Applications and Salary Reduction Agreements are available from the Human Resources office and must be completed before any contributions from either the employer or the employee can begin.

2.14.10 TUITION REMISSION

Full tuition remission for attendance at any and all Saint Mary's College's undergraduate programs is granted to sons and daughters (who have met the qualifications for admission) of full-time faculty who have completed one year of full-time employment and are currently employed, and to the nieces and nephews of Christian Brothers (i.e., children of their brothers or sisters who have met the qualifications for admission) currently assigned to and employed by the College.

To be considered eligible for a tuition remission, a son or daughter must be a dependent for tax purposes, must have enrolled before attaining age 21, and must meet the normal admission requirements of the College and of the academic program for which application is made.

Current full-time faculty and their spouses, after completion of one year of employment, are eligible for a 100% tuition allowance for a maximum of one course per semester, quarter, or term.

2.14.11 REIMBURSEMENT ACCOUNTS

Faculty who teach four or more courses per year are eligible to take advantage of the health and/or dependent care reimbursement accounts. Open enrollment for these accounts occurs in December for a calendar year effective date.

Employees estimate each year the predictable expenses that may be incurred and not covered by their medical, dental and/or vision insurance. These amounts are reduced from the regular paycheck on a semi-monthly pre-tax basis. Once the expenses are incurred, a claim form is submitted and reimbursement occurs. For additional information and legal definitions, contact the Human Resources office.

2.14.12

MISCELLANEOUS

Safety Program: It is the policy of the College to have a safe and healthy workplace. Employees are expected to adhere to all safety rules, follow established safe work practice and exercise caution in all work activities.

Moraga School District Attendance Policy: A pupil whose parent or legal guardian is employed within the boundaries of the Moraga School District is considered to have complied with residency requirements (AB 2071). Admission to Moraga schools, however, is based on a review of space availability, student's citizenship record, additional services required by the student, and any other factors affecting the interest of the student or the District.

Certain organizations outside the College offer benefits to College employees. The Bookstore offers staff discounts. Metro 1 Credit Union offers personalized service and an ATM on campus. Liberty Mutual Insurance Groups sponsors group automobile and homeowners insurance. Some amusement parks and local merchants offer discounts to College employees.

2.14.13

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP), furnished by PacifiCare Behavioral Health, provides to full-time employees and their family members confidential mental health counseling by licensed therapists. For additional information, contact the Human Resources office.

2.14.14

USE OF FACILITIES; DISCOUNTS

2.14.14.1

Athletic Facilities

Faculty and staff members may use designated athletic facilities. Contact the Director of Student Recreation and Wellness for hours of availability and further information.

2.14.14.2

Dining Facilities and Lounges

During the academic year, the Roncalli 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), 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*.

Faculty may purchase a meal plan from the Business office. The plan is in the form of "flex dollars", may be used at any one of the above-listed facilities, and is good for the academic

year. The benefit to the faculty for buying the meal plan from the College is the exemption from sales tax. The plan can be purchased in increments of \$50.00.

Hagerty Lounge, located on the first floor of De La Salle Hall, is furnished with round dining tables and chairs, and has a complete kitchen, including dishware and utensils, which may be used by groups wishing to hold functions which involve their own food preparation and service.

2.14.14.3 Bookstore

The Bookstore, located in the Ferroggiaro Center, is operated by Barnes and Noble College Bookstores Inc., and offers faculty and staff members a 10% discount on all purchases except for film, food, magazines, and sundries, and items which are already on sale. Faculty are asked to show their identification card before sales are rung in the register.

The Bookstore accepts special orders for books from faculty and staff. Faculty are urged to write to the publisher for personal desk copies of textbooks. The Bookstore can help by supplying toll-free phone numbers.

2.14.14.4 Ticket Discounts

Faculty and staff members are admitted without charge to home baseball, football and basketball games. Faculty and staff members need only show their Saint Mary's identification card for free admission to home baseball and football games. For home basketball games, staff and faculty must pick up tickets 24 hours prior to game time from the ticket office. Faculty and staff are allowed one free ticket per basketball game.

The Committee for Lectures, Art and Music (CLAM) schedules a series of events each year designed to enrich and broaden the cultural environment of the College and to appeal to the community surrounding the campus. Faculty, staff and students of the College are admitted to these events at a reduced cost. Faculty and staff may purchase one additional ticket per event at the discount rate.

2.14.15 PARKING

Faculty automobiles which are parked on campus must display a current faculty parking sticker, which must be obtained from the Public Safety department. Parking violations are subject to fines. Failure to pay fines will be cause for the owner's vehicle to be booted or towed. Parking violations in fire lanes and zones for handicapped are subject to municipal laws as well as towing charges.

2.15

COMPENSATION POLICY

2.15.1

SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

Full-time Faculty Salary Scale

The annual salary scale matrix designates a salary scale I for those faculty without the terminal degree (normally, the doctorate), and a scale II for faculty who possess the earned terminal degree (normally, the doctorate). The vertical steps each represent one year of credited experience.

When a member of the faculty has completed all requirements for the doctorate and has been officially notified by the conferring university, he/she shall present such documents to the Dean of the School and shall move from I to II in the salary scale with the commencement of the contract period or February 1, whichever date is nearest in time.

Initial placement on the full-time faculty salary scale is determined by the Academic Vice President in consultation with the Dean of the School and chairperson of the department, as appropriate. Initial placement on the Lecturer scale is determined by the Dean of the appropriate School.

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by the Dean of the School and the Director of Human Resources. Lecturers ordinarily carry a course load of from one to four courses, have only the additional duties specified in 2.11.2 (3.), and are placed on the Lecturer salary scale.

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. Lecturers are advanced from I to II with certification of earned terminal degree (normally, the doctorate), as with full-time faculty, and are advanced by step after completion of seven courses at Saint Mary's College. Advancement is made with the commencement of the contract period or February 1.

Adjunct faculty are assigned five courses or more with additional duties proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty [see 2.11.2 (2.)] at the discretion of the College. Such faculty receive a salary based upon the full-time salary scale.

2000-01 Ranked and Adjunct Faculty Salary Scale

Number of Years of Credited Experience	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	32,652	34,355	37,259	39,404	46,908	49,607	61,075
2	34,285	36,072	38,563	40,783	48,315	51,095	62,907
3	35,999	37,875	39,913	42,210	49,764	52,628	64,794
4			41,310	43,687	51,257	54,207	66,783
5			42,756	45,216	52,795	55,833	68,740
6			44,252	46,799	54,379	57,509	70,803
7							A 72,927 B 75,115 C 76,843 Pre-1989 78,764

2.15.2

FOR LECTURER POLICY AND SCALE, SEE DEAN OF APPROPRIATE SCHOOL

2.16

GRIEVANCE

2.16.1

INTRODUCTION

1. The grievance procedure provides an individual with faculty status a procedure by which to have his/her grievance heard in a fair, predictable manner which permits the participation of his/her colleagues. The goal of the procedure is to effect the timely and equitable settlement of the grievance.
2. The grievance procedure is used to settle disputes between faculty members and other faculty members or between faculty members and academic administrators. The following are grievable issues:
 - a. alleged inadequate consideration and/or alleged violations of academic freedom by the Rank and Tenure Committee, the Academic Vice President, or the President in tenure and promotion recommendations and/or decisions (see section 2.16.3);
 - b. alleged inadequate consideration and/or alleged violations of academic freedom in reappointment recommendations and/or decisions not involving the Rank and Tenure Committee (see section 2.16.4);
 - c. alleged errors in policies, errors in carrying out policies or procedures, or alleged violations of academic freedom not involving the Rank and Tenure Committee (see section 2.16.4);
 - d. alleged violations of equal employment opportunity policies. (Cases of alleged harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability are dealt with under section 2.16.5.)

2.16.2

PROCEDURES THAT APPLY TO ALL GRIEVANCES

1. Grievances must be initiated in writing within twenty (20) school days of the alleged offense. For a definition of "school days" see section 2.16.2.7.
 - a. Grievances where neither the Academic Vice President nor the President is a party in the grievance are initiated in the Office of the Academic Vice President.
 - b. Grievances where the Academic Vice President is a party in the grievance are initiated in the Office of the President.
 - c. Grievances where the President is a party in the grievance are initiated in the Office of the President.
 - d. Grievances involving equal employment opportunity and/or the College's non-discrimination policies are initiated with the Director of Human Resources, who also serves as the College's Equal Employment Opportunity Compliance Committee chairperson (see section 2.16.5). Complaints involving allegations of sexual harassment are reported to and investigated by the Director of Human Resources (see section 2.9.2.1.)

2. The Academic Vice President or the President can designate another individual to receive grievances or to act in his/her place in discharging any responsibilities assigned to either of these parties under these procedures.
3. Whenever a faculty member is participating in the grievance process he/she may be accompanied or represented by one of his/her colleagues who serves without prejudice or fear of reprisal.
4. When required, written notification must be received by the school day indicated in the grievance procedure. Notification will be made by certified mail. It is the responsibility of all parties to provide accurate information to either the President or the Academic Vice President as to how they may be reached.
5. When deadlines are identified in the grievance procedure, the parties have until 3:00pm on the designated school day to complete the required activity.
6. If all parties to the grievance believe their time could be profitably extended beyond a time limit outlined in the grievance procedure, they can agree to an extension by defining it in writing before the original time limit elapses. Extension should be for no more than double the original time allocated for the activity, unless there are extraordinary circumstances such as prolonged illness or sabbatical leave.
7. All references to "school days" in the grievance procedures refer to days on which regular undergraduate scholastic year classes are scheduled (including the week of final examinations), according to the official academic calendar published in the College *Catalog*. This definition of "school days" applies to all faculty members regardless of the program in which they teach. In particular, undergraduate vacation days and the undergraduate summer vacation period do not count as school days even though faculty in some programs (e.g., graduate business, extended education, etc.) teach during these times.
8. A grievance will be heard beginning with Step I of the procedure and continuing in established order until a settlement has been reached or a decision has been accepted by all parties to the grievance or the last step has been fully implemented.
9. If a settlement has not been reached or a party to the grievance is dissatisfied with the decision made, the party may make an appeal which brings the case to the next step. A decision is final if it is not appealed within given time limits or if no further appeal can be taken under this procedure.
10. After commencement of a grievance procedure, additional grievances or alterations in the original grievance require that the procedure begin again.
11. Nine faculty members are elected to the Grievance Committee. For those steps in these procedures that require the Grievance Committee, each party to the case can challenge two members within ten (10) school days of the actual notice of the composition of the Grievance Committee. Challenges are preemptory and without personal or professional prejudice. If insufficient challenges are registered, the committee is reduced to five by lot and a chairperson is elected by the committee. See section 1.7.4.1 for a full description of how the Grievance Committee is constituted.

2.16.3

GRIEVANCES ARISING FROM ALLEGED INADEQUATE CONSIDERATION AND/OR ALLEGED VIOLATIONS OF ACADEMIC FREEDOM BY THE RANK AND TENURE COMMITTEE, THE ACADEMIC VICE PRESIDENT, OR THE PRESIDENT IN TENURE AND PROMOTION RECOMMENDATIONS AND/OR DECISIONS

1. Grievances in which the Academic Vice President and/or the Rank and Tenure Committee arrived at a negative recommendation and where the President renders a negative decision are heard under section 2.16.3.1.
2. Grievances in which both the Academic Vice President and the Rank and Tenure Committee arrived at positive recommendations but in which the President renders a negative decision are heard under section 2.16.3.2.
3. Grievances in which a faculty member is not reappointed and where the non-reappointment does not involve the Rank and Tenure Committee are heard under section 2.16.4.

2.16.3.1

Grievances in cases of a negative rank and tenure decision by the Rank and Tenure Committee and/or the Academic Vice President and where the President renders a negative decision

See Figure 1 for a time line of this section.

1. If the President renders a negative decision in agreement with a negative decision by the Rank and Tenure Committee and/or the Academic Vice President, the faculty member may grieve the decision.
2. A written petition alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification. Within five (5) school days the President will forward the petition to the Academic Vice President and to the chairperson of the Academic Senate who will refer it to the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 25 school days

Step I Informal Discussion

There is no informal step in this procedure. Informal consultation with the Academic Vice President takes place before the recommendations of the Rank and Tenure Committee and the Academic Vice President are forwarded to the President for his consideration. The filing of a grievance in cases of inadequate consideration and/or a violation of academic freedom in promotion and/or tenure decisions is immediately referred to the Grievance Committee.

Step II Grievance Committee Procedure

1. The chairperson of the Academic Senate will ensure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee will determine whether the recommendation of the Rank and Tenure Committee and/or the Academic Vice President may have been the result of inadequate consideration of the case in terms of the rank and tenure standards of the College and/or a violation of academic freedom. The Grievance Committee should not judge the merits of the case. Rather, the Committee should decide whether on its face, a case for reconsideration by the Rank and Tenure Committee or the Academic Vice President has been made by the grievant.
3. The members of the Grievance Committee who are hearing the case will have access to the confidential material which is available to members of the Rank and Tenure Committee and the Academic Vice President for the case being grieved. They shall also have access to those portions of the minutes of the meeting(s) in which the grievant's case was discussed. The Grievance Committee, at its sole discretion, may choose to interview any or all individuals who are party to the case. The Grievance Committee is bound by the same confidentiality that binds the Rank and Tenure Committee.
4. The Grievance Committee shall consider only whether the information available to the Rank and Tenure Committee was adequate to support its decision and whether it was viewed only in the light of relevant standards.
5. The Grievance Committee will provide a written decision within thirty (30) school days from the constitution of the committee. Copies will be provided to the faculty member, the Rank and Tenure Committee, the Academic Vice President, and the President of the College. If the Grievance Committee believes that the faculty member has no valid grievance, this shall be the final step in the faculty member's grievance.
6. If the Grievance Committee believes that the faculty member has a plausible case for reconsideration, it will direct the Rank and Tenure Committee (sitting at the time of the direction) and/or the Academic Vice President to reconsider. The Grievance Committee will indicate in what respects it believes the consideration may not have been adequate. If the Grievance Committee finds that information in a specific area was unavailable, insufficient, or inaccurate, it will direct that such information be supplied or corrected through the Office of the Academic Vice President and be submitted to the Rank and Tenure Committee for its reconsideration of the case.
7. The records of the Grievance Committee will be kept in a confidential file in the Office of the President. These records will be kept separate from any personnel files.

Maximum time line since grievance occurred: 65 school days

8. If so directed, the Rank and Tenure Committee, and/or the Academic Vice President, will reconsider the case in light of the Grievance Committee's written decision and provide the President with their recommendations within thirty (30) school days of the directive. If the directive is submitted when there is no active Rank and Tenure Committee, the appeal will be held over until there is a new Rank and Tenure committee. This new Rank and Tenure Committee, and/or the Academic Vice President, will consider the case and provide the President with their recommendations within thirty (30) school days after the committee is constituted.

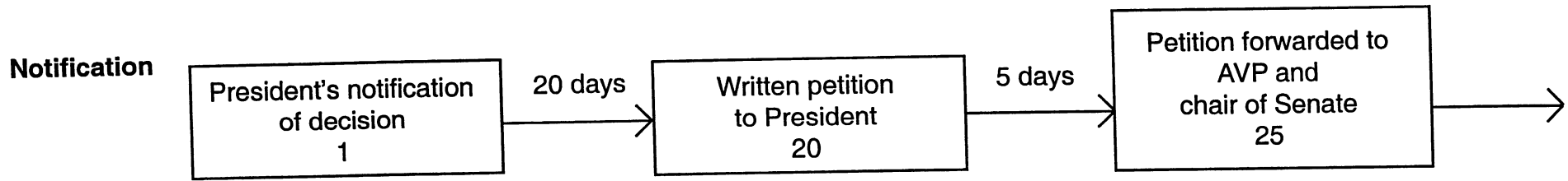
Maximum time line since grievance occurred: 95 school days

1. The President will have ten (10) school days after receipt of the Rank and Tenure Committee's and/or Academic Vice President's recommendations to render a final decision on the case. He will state his reasons in writing to the faculty member.

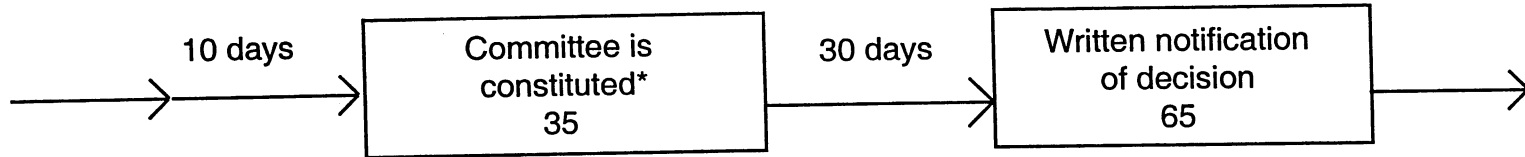
Maximum time line since grievance occurred: 105 school days

Figure 1: Section 2.16.3.1

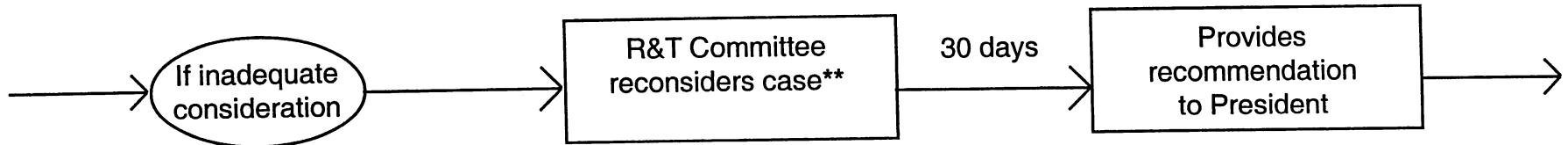
Appeal in Case of Negative Rank and Tenure Decision by the Rank and Tenure Committee and/or Academic Vice President, and the President



Grievance Committee

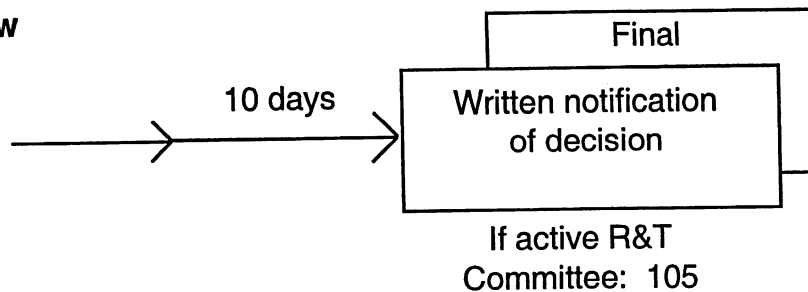


Rank and Tenure Committee and/or AVP



If active R&T Committee: 95

President's Review



*If the petition is received with fewer than 30 school days remaining, it will be heard the following academic year.

**If there is no active R&T Committee, the appeal will be held over until there is a new R&T Committee.

2.16.3.2

Grievance in Case of a Negative Rank and Tenure Decision by the President in Opposition to a Positive Recommendation by the Rank and Tenure Committee and the Academic Vice President

See Figure 2 for a time line of this section.

1. If the President renders a negative decision in opposition to positive recommendations by both the Rank and Tenure Committee and the Academic Vice President, the faculty member may appeal the decision.
2. A written notification alleging inadequate consideration and/or a violation of academic freedom shall be sent to the President within twenty (20) school days of the postmarked date of the President's notification.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

3. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Discussion

1. Following the receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Successful resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the appeal is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first, unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Grievance Committee

If no resolution occurs at Step I, the faculty member may request a hearing by the Grievance Committee. The faculty member must give the chairperson of the Academic Senate, for delivery to the Grievance Committee and the President, a written complaint explaining specifically why the President's decision is believed to be erroneous. The complaint and request for hearing must be received by the chairperson of the Academic Senate within fifteen (15) school days after the completion of the informal discussion. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III Grievance Committee Procedure

1. The chairperson of the Academic Senate will insure that the Grievance Committee is constituted within ten (10) school days from the receipt of the request. The decision of the Grievance committee must be rendered within thirty (30) school days from the constitution of the Committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee shall then review the written complaint, recommendations of the Rank and Tenure Committee and the Academic Vice President and the statement of reasons by the President, and any other pertinent material that the committee gathers. If the Grievance Committee decides by majority vote the consideration by the President was prima facie inadequate or a prima facie violation of academic freedom, it will ask the President to reconsider.

Maximum time line since grievance occurred: 95 school days

3. The President has ten (10) school days to reconsider his decision and inform the faculty member in writing of his final decision and supporting reasons. During this period the President may confer with either the grievant and/or the Grievance Committee. In cases involving inadequate consideration, the decision of the President is final. In cases involving academic freedom only, the grievant may appeal the decision.

Maximum time line since grievance occurred: 105

Step IV Appeal to the Board of Trustees

1. In cases involving academic freedom only, a party dissatisfied with the decision rendered by the President may appeal to the Board of Trustees or to a committee thereof. The party must submit a written complaint to the chairperson of the Board of Trustees specifying why the decision of the President is believed to be erroneous and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint to the President. The complaint must be received within fifteen (15) school

days of the decision by the President. See section 2.16.2(4) for the requirements of written notification.

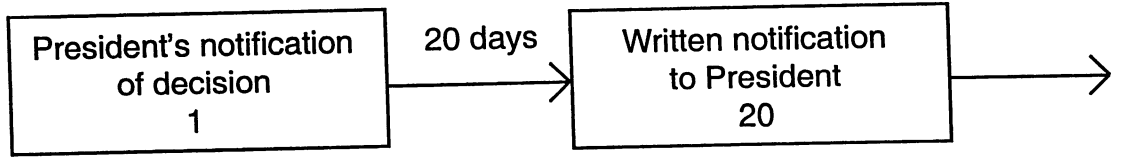
2. The Board of Trustees or a committee created at the discretion of the chairperson of the Board will have forty-five (45) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 165 school days

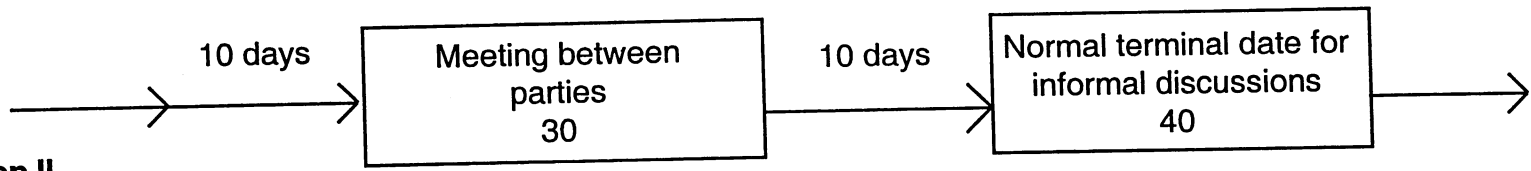
Figure 2: Section 2.16.3.2

Appeal in Case of Negative Rank and Tenure Decision by the President

Step I
Informal discussion

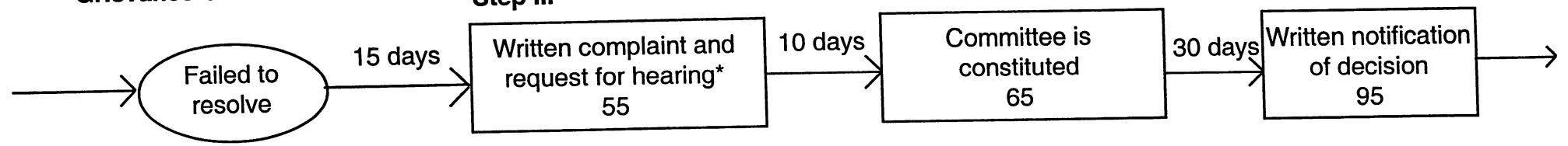


Informal

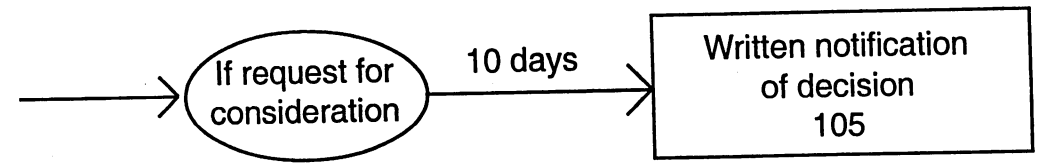


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Step II
Grievance Committee

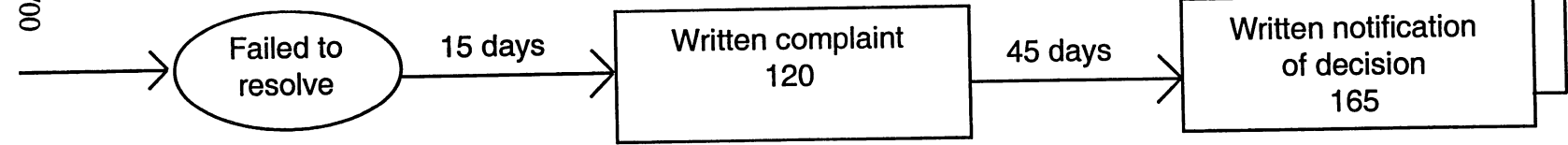


President reconsidering



*If complaint is received with fewer than 30 school days remaining, it will be heard the following academic year.

Step IV
Appeal to Board (only in cases involving academic freedom)



7/01/00

2.16.4

GRIEVANCES THAT ALLEGE ERRORS IN POLICY; ERRORS IN CARRYING OUT POLICIES OR PROCEDURES; VIOLATIONS OF ACADEMIC FREEDOM NOT INVOLVING THE RANK AND TENURE COMMITTEE; OR INADEQUATE CONSIDERATION AND/OR VIOLATIONS OF ACADEMIC FREEDOM IN REAPPOINTMENT RECOMMENDATIONS AND/OR DECISIONS NOT INVOLVING THE RANK AND TENURE COMMITTEE

1. Grievances to which the President is not a party are heard under section 2.16.4.1.
2. Grievances to which the President is a party are heard under section 2.16.4.2.

2.16.4.1

Grievance to Which the President is Not a Party That Allege Errors in Policy; Errors in Carrying Out Policies or Procedures; Violations of Academic Freedom Not Involving the Rank and Tenure Committee; or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Committee

See Figure 3 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.1, he/she shall within twenty (20) school days of the alleged error or violation assure that a written petition is received by the Academic Vice President stating the grounds upon which the faculty member bases his/her grievance and the redress sought. If the grievance is against the Academic Vice President, the grievant will assure that within twenty (20) school days of the alleged error or violation the written petition is received by the President.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following the receipt of the written notification, the Academic Vice President or the President shall call for a meeting with the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2.(6).

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

1. Within fifteen (15) school days from the terminal date of the informal discussion, the grievance and redress sought must be submitted as a formal complaint in writing to the Academic Vice President together with a copy to the other party to the grievance, who will then have ten (10) school days from the receipt of the copy to answer the complaint in writing to the Academic Vice President. If the Academic Vice President is a party to the grievance, the written complaint must be submitted to the President. See section 2.16.2(4) for the requirements of written notification.

The Academic Vice President, or in cases where the Academic Vice President is a party to the grievance, the President, shall then consider the written complaint and the answer to the complaint, together with any oral or written statements and other pertinent data he/she may seek or require, and make his/her decision in writing with a copy to each party to the grievance, not later than thirty-five (35) school days from the terminal date of the informal discussions. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 75 school days

Step III Grievance Committee

1. A party to the grievance who is dissatisfied with the decision of the Academic Vice President or President and who desires the chairperson of the Academic Senate to convene the Grievance Committee for a hearing, must give the chairperson, for delivery to the Grievance Committee, a written complaint explaining specifically why the decision is believed to be erroneous and a request for a hearing. The complaint and request for hearing must be received by the chairperson of the Academic Senate within fifteen (15) school days after the decision by the Academic Vice President or President. The chairperson of the Academic Senate will insure that the committee be constituted within ten (10) school days from receipt of the request. See section 2.16.2(4) for the requirements of written notification.

- i. If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.

2. The Grievance Committee:

- a. Shall ascertain that Steps I and II were unsuccessful in bringing about a settlement;
 - b. May at any time during the process:
 - i. Confer with any members of the College community appropriate to the case. Any person serving as a conferee serves without prejudice or fear of reprisal.
 - ii. Decline to review the case for jurisdictional reasons or because the grievance has become moot and shall submit a written report of the reason for refusal.
 - iii. At their discretion, conduct a hearing of the grievance, making inquiry, receiving evidence and taking testimony. If the Grievance Committee decides to conduct a hearing, then all parties will be consulted regarding the suitable time and place for any hearing sessions. All parties to the grievance shall have the right to be heard and to be present at all of the hearing sessions, and also shall have the right to present and to question witnesses. The committee shall have the right to request witnesses to appear and to take their testimony.
 - iv. Engage in additional fact-finding, suggest policy changes, and decide what redress, if any, is due to the grievant.
 - c. Shall render a decision in the case by means of a majority vote.
 - d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
 - e. The records of the Grievance Committee and all related documentation will be kept in a confidential file in the Office of the President. These records will be kept separate from any personnel files.
3. The Grievance Committee must notify the parties of its decision within thirty (30) school days from the constitution of the Committee.

Maximum time line since grievance occurred: 130 school days

Step IV Appeal to President

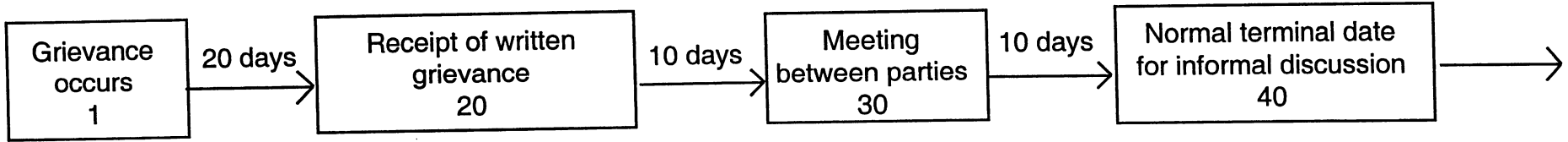
1. A party dissatisfied with the decision rendered by the Grievance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Grievance Committee is believed to be erroneous and the redress is being sought. The complaint must be received within fifteen (15) school days of the decision by the Grievance Committee. See section 2.16.2(4) for the requirements of written notification.
2. The President will have ten (10) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties. The President's decision shall be final.

Maximum time line since grievance occurred: 155 school days

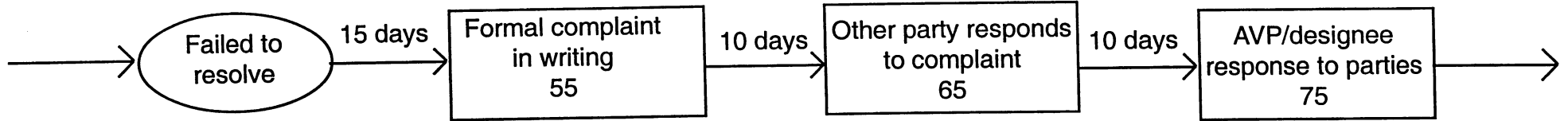
Figure 3: Section 2.16.4.1

Non Rank and Tenure Grievance Procedure to Which the President Is Not a Party

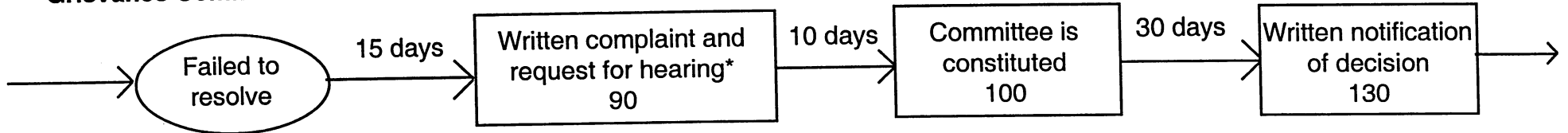
**Step I
Informal discussion**



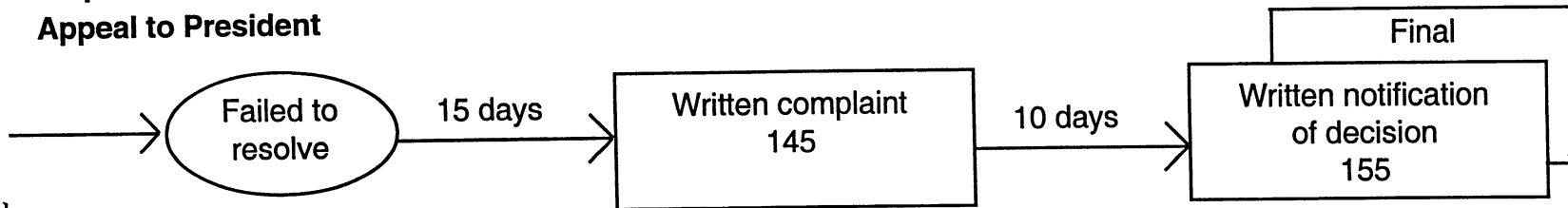
**Step II
Written complaint of grievance to AVP (or to the President in cases to which AVP is a party)**



150 **Step III
Grievance Committee**



**Step IV
Appeal to President**



7/01/00

*If a complaint is received with fewer than 30 school days remaining, it will be heard the following academic year.

2.16.4.2

Grievances to Which the President is a Party That Allege Errors in Policy; in Carrying Out Policies or Procedures; Violations of Academic Freedom Not Involving the Rank and Tenure Committee; or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Committee

See Figure 4 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.2, he/she shall within twenty (20) school days of the alleged error submit a written petition to the President stating the grounds upon which the faculty member bases his/her grievance and the redress sought.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Step I Informal Discussion

1. Following receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.
2. Resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

"Information that is shared during the informal discussion cannot be used by either party should the process proceed to the next stage."

If either party does not sign such an agreement, the discussions will be presumed to be open, that is, can be utilized by either party should the process proceed to the next stage. Both parties can, of course, at the conclusion of the informal discussion agree in writing to restrict the use in later stages of all or any parts of their discussions.

4. Informal discussions may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2(6).

Maximum time line since grievance occurred: 40 school days

Step II Appeal to the Board of Trustees

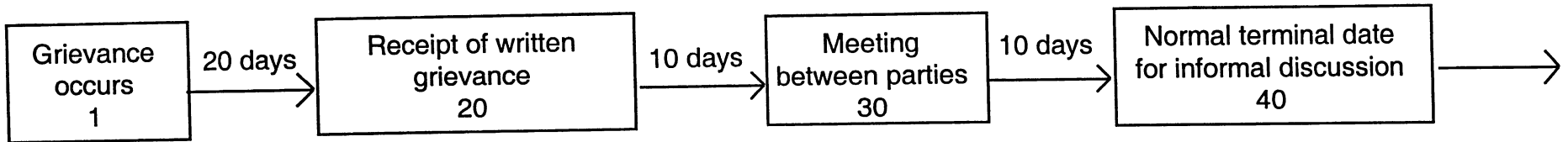
1. If no resolution occurs at Step I, the Faculty member may appeal to the Board of Trustees or to a committee thereof created at the discretion of the chairperson of the Board. The party must submit to the chairperson of the Board of Trustees a written complaint and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint and the redress sought to the President. The complaint and the redress sought must be received within fifteen (15) school days of the end of Step I. See section 2.16.2(4) for the requirements of written notification.
2. The Board of Trustees or a committee thereof created at the discretion of the chairperson of the Board will have thirty (30) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 85 school days

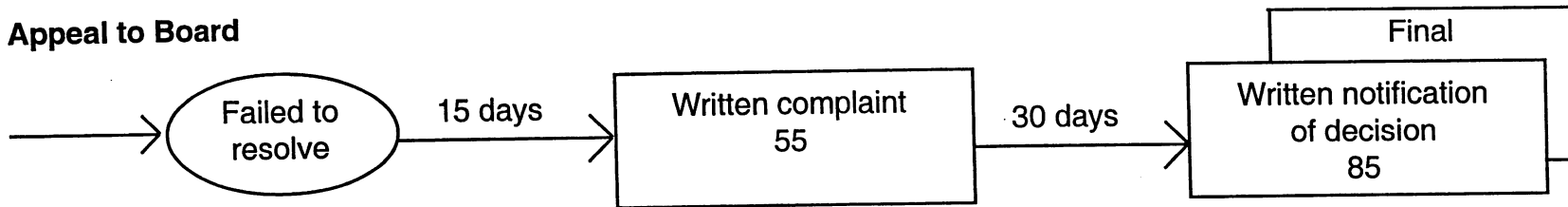
Figure 4: Section 2.16.4.2

Non Rank and Tenure Grievance Procedure Where the President Is a Party

Informal discussion



Appeal to Board



2.16.5.1

Grievance In Case of Alleged Harassment (Other than Sexual) or Discrimination on the Basis of Race, Color, Ancestry, Religion, National Origin, Gender, Age (40 Years or Older), Marital Status, Sexual Orientation, Medical Condition or Physical or Mental Disability⁴

See Figure 5 for a time line of this section.

1. A written petition alleging harassment (other than sexual) or discrimination on the basis of race, color, ancestry, religion, national origin, gender, age, marital status, sexual orientation, medical condition or physical or mental disability shall be sent to the chairperson of the Equal Employment Opportunity Compliance Committee within twenty (20) school days of the alleged event. See section 1.7.2.2 for a complete description of the Equal Employment Opportunity Compliance Committee.

The written notification, at this stage, can be very brief, indicating the nature of the alleged grievance and the parties involved. See section 2.16.2(4) for the requirements of written notification.

2. See section 2.16.2 for procedures that apply to all grievances.

Maximum time line since grievance occurred: 20 school days

Step I Informal Process

1. Following receipt of the written grievance the chairperson of the Equal Employment Opportunity Compliance Committee shall call for a meeting between the chairperson and the grievant to take place not later than ten (10) school days after the written notice is received.
2. Resolution of the grievance through informal dialogue and mediation is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.
3. At the initial meeting with the grievant, the chairperson of the Equal Employment Opportunity Compliance Committee will determine if preliminary means of resolution have been attempted. If appropriate, the chairperson will attempt further preliminary means of resolution.
4. No further action on the complaint will be taken unless such preliminary means of resolution have been attempted.
5. If the matter is settled at this point, a written memorandum of the complaint and resolution of the parties involved will be prepared by the chairperson of the Equal Employment Opportunity Compliance Committee. Copies of the memorandum will be sent to the parties involved. The original will be retained in a separate file in the Human Resources office.
6. The informal process may continue until the grievance is settled or until the passage of ten (10) school days from the date of the first informal discussion with the chairperson

⁴ When an employee or student has a complaint alleging conduct that may constitute sexual harassment involving an employee, that complaint should be referred directly and promptly to the Director of Human Resources, who serves as the chair of the Equal Employment Opportunity Compliance Committee.

of the Equal Employment Opportunity Compliance Committee, whichever occurs first unless otherwise provided by all parties in writing. See section 2.16.2.6.

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

If no resolution occurs at Step I, the grievant may within fifteen (15) school days of the terminal date of the informal discussion appeal to the Equal Employment Opportunity Compliance Committee by submitting a written complaint which specifies the alleged offense and the individual(s) against whom the complaint is lodged. The complaint is submitted to the chairperson of the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 55 school days

Step III

Equal Employment Opportunity Compliance Committee Procedure

1. The chairperson of the Equal Employment Opportunity Compliance Committee will insure that the Equal Employment Opportunity Compliance Committee is operational within ten (10) school days from the receipt of the written complaint. Further, the decision of the committee must be rendered within thirty (30) school days from the constitution of the committee.

If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Equal Employment Opportunity Compliance Committee shall assign it to the Equal Employment Opportunity Compliance Committee within twenty (20) school days after the commencement of the next academic year.

Maximum time line since grievance occurred: 65 school days

2. The Equal Employment Opportunity Compliance Committee:
 - a. Shall ascertain that Step I was unsuccessful in bringing about a settlement.
 - b. Must undertake a thorough and prompt investigation of the grievance by conducting interviews, reviewing written materials provided by or requested from the parties or other persons having personal knowledge regarding the allegations of the complaint, by meeting witnesses, or, at its discretion, by other means of investigation that help to inform the Committee. It is not required that the Committee conduct a hearing. However, if the Committee decides to conduct a hearing, then the parties involved shall be consulted regarding a suitable time and place for any hearing. The complainant(s) and the person(s) accused shall have the right to be heard. The Committee shall have the right to request witnesses to appear and to hear their testimony. Lawyers are not permitted to appear at or participate in the hearing.
 - c. Shall render a decision in the case by means of a majority vote even if the individual(s) against whom the complaint is made refuses to appear or present a defense. The decision may include:

- i. dismissal of the grievance;
 - ii. a declaration which states the rights of each party;
 - iii. a call upon appropriate authority to impose sanctions;
 - iv. other appropriate action based on the circumstances presented.
- d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
 - e. The record of the Committee hearings and all related documentation will be kept in a confidential file in the Human Resources office. These records will be kept separate from any personnel files.
 - f. The chairperson of the Equal Employment Opportunity Compliance Committee must notify the grievant, the individual(s) against whom the complaint was brought, and the President of the College of the Committee's resolution within thirty (30) school days from the first operation of the Committee. See section 2.16.2(4) for the requirements of written notification.

Maximum time line since grievance occurred: 95 school days

- g. In the case of recommended sanctions, a copy of the Committee's decision will be delivered to the person or authority who is to impose the sanctions and a copy will be placed in the personnel files in the Human Resources office of the individual(s) against whom the complaint was lodged. The person or authority who is to impose the sanctions shall within thirty (30) school days of receiving the recommendation make a written report to the chairperson of the Equal Employment Opportunity Compliance Committee.

Step IV Appeal to the President

- 1. A grievant or the individual(s) against whom the complaint was lodged is dissatisfied with the decision rendered by the Equal Employment Opportunity Compliance Committee may appeal to the President of the College. The party must submit a written complaint, specifying why the decision by the Equal Employment Opportunity Compliance Committee is believed to be erroneous and the redress sought. The complaint must be received within fifteen (15) school days of the decision by the Equal Employment Opportunity Compliance Committee. See section 2.16.2(4) for the requirements of written notification.
- 2. The President will have twenty (20) school days to render a final decision on the case. A copy of the decision shall be distributed to both parties and to the chairperson of the Equal Employment Opportunity Compliance Committee. The President's decision shall be final.

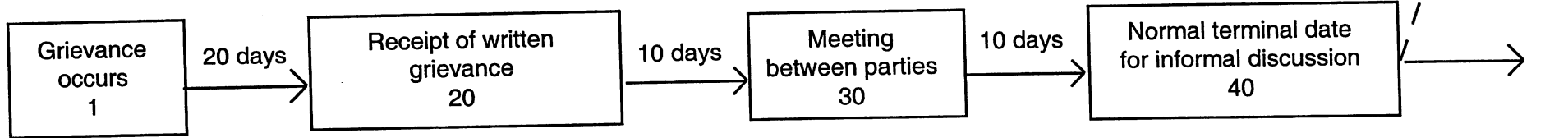
Maximum time line since grievance occurred, in event of sanctions: 125 school days.

Maximum time line since grievance occurred, in event of Appeal to President: 130 school days.

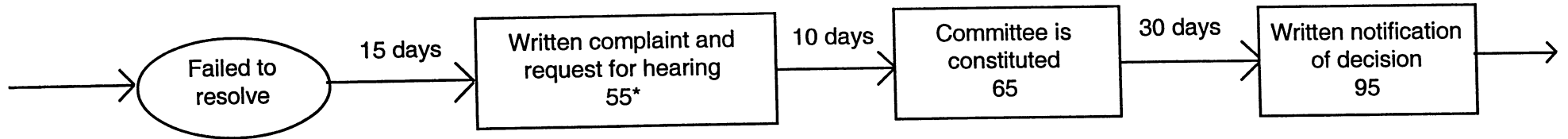
Figure 5: Section 2.16.5.1

Equal Employment Opportunity Grievance Procedure

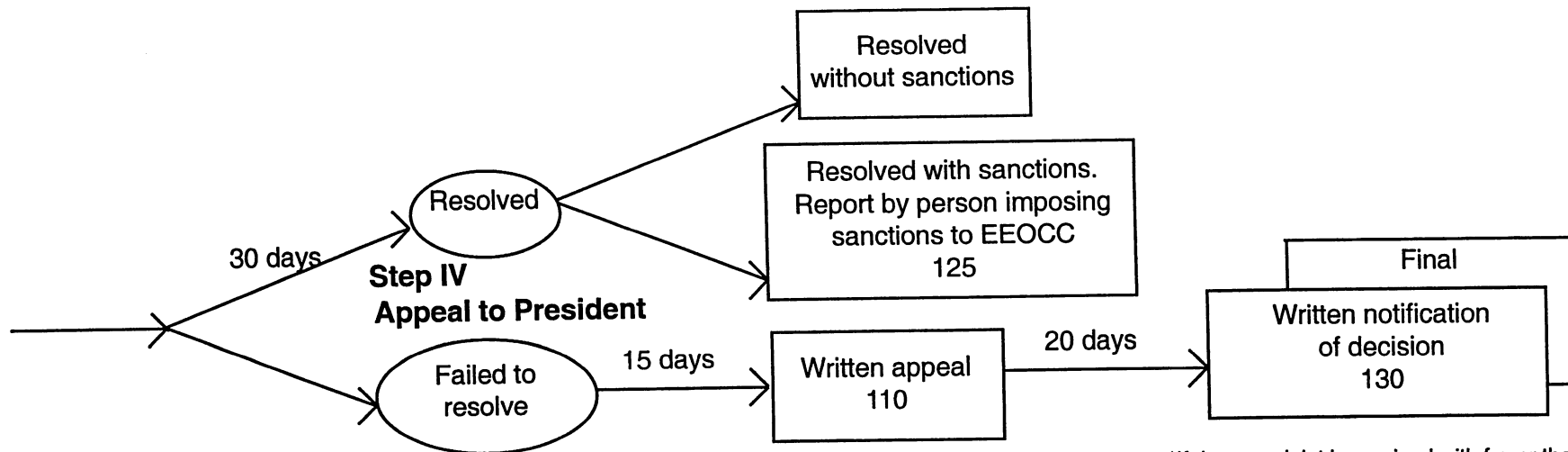
Step I Informal discussion



Steps II and III Written complaint of grievance to chairperson of Equal Employment Opportunity Compliance Committee



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7/01/00

*If the complaint is received with fewer than 30 school days remaining, it will be heard the following academic year.

3. ACADEMIC POLICIES AND SERVICES

3.1 CLASSROOM POLICIES

3.1.1 ACADEMIC HONESTY POLICY, VIOLATIONS, PROCEDURES, AND PENALTIES

3.1.1.1 Academic Honesty

Saint Mary's College expects every member of its academic community to promote and abide by ethical standards, both in conduct and exercise of responsibility toward other members of the community. Absolute honesty must be adhered to at all times if the integrity of scholarship and the reputation of the College are to be maintained. Academic dishonesty is a serious offense at the College because it undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend upon the community's integrity and knowledge.

Any work that a student undertakes as part of progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, homework, laboratory exercises, papers, reports, and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not his or her own.

Academic dishonesty as identified below is clearly distinguished from the free discussion and interchange of ideas among students and faculty, one of the most important benefits of academic life. The College encourages such discussions and interchanges in every possible way.

The following definitions of academic dishonesty and resultant penalties are published in both the *Student Handbook* and the *Faculty Handbook*. All students are presumed to be and are held responsible for being acquainted with these regulations.

3.1.1.2 Academic Dishonesty

Any activity, which represents falsely one's own academic performance or interferes with that of another, is academic dishonesty. The most common forms of academic dishonesty are cheating and plagiarism. To cheat is to use or to attempt to use intentionally deception or dishonesty in the completion of any type of academic endeavor or exercise (for example, homework, quiz, examination, written assignments).

To plagiarize is to intentionally or knowingly represent as one's own work another person's ideas, data, or language in any academic endeavor or exercise without specific and proper acknowledgment. Thus, in order to avoid plagiarism one must always specifically acknowledge one's indebtedness to the words, ideas or data of another, whether these are quoted, paraphrased, summarized or otherwise borrowed.

The forms of academic dishonesty discussed above include, but are not restricted to:

1. **Use or performance of another person's work:** Intentionally submitting or attempting to submit a paper that someone else has authored, either in part or whole, or submitting or attempting to submit a paper which owes any part of its substance to

unacknowledged assistance from another; creating all or part of a paper or other assignment for another person.

2. **Misconduct during an examination:** Copying or attempting to copy from another student's paper, consulting unauthorized materials, giving information to another student, or colluding or attempting to collude with one or more students during an examination.
3. **Prior possession of an examination:** Acquiring or possessing or attempting to acquire or to possess an examination before it is given, unless the instructor grants permission.
4. **Submission of false data:** Submitting or attempting to submit contrived or altered data, quotations, or documentation with an intent to mislead, or deliberately attributing material to a source other than that from which a student obtained it.
5. **Submission of work previously used:** Submitting or attempting to submit, without an instructor's prior permission, any academic work that a student has already submitted in the same or similar form as part of an academic requirement at this College or at any other institution.
6. **Falsification of transcripts, grades, or other official records:** Falsifying, tampering with, or misrepresenting or attempting to falsify, tamper with, or misrepresent, one's own transcript or other official administrative document, or that of another student or any material relevant to a student's academic performance, including reporting false information about internship, clinical or practical experiences of the student.
7. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

3.1.1.3 Procedures

3.1.1.3.1 Charge of Academic Dishonesty Initiated by Instructor

1. If an instructor suspects a student of engaging in an act of academic dishonesty, the instructor should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during this discussion the student acknowledges a violation of academic honesty occurred, the instructor notifies the department chairperson and follows the procedures outlined below in 3.1.1.3.(3), and the appropriate penalty is assessed.
2. If the student denies that a violation of academic honesty occurred but the instructor is unconvinced, the instructor consults the chairperson of the department (in cases where the instructor is the chairperson, he/she consults with a senior colleague in the department). In cases where the instructor and the chairperson disagree, they may consult colleagues in order to clarify the suspected act of academic dishonesty, but every effort should be made to protect the student's privacy. If, at this point, the chairperson does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.

3. If the instructor and the chairperson agree that an act of academic dishonesty has occurred, the instructor will report the offense to the Dean of the student's School, who shall inform the Registrar. The Registrar will then record on the student's permanent record the information that the student has been so charged and will inform the student's faculty advisor.
4. The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.
5. The student may, within seven calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Services. The Dean for Academic Services will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.
6. If no appeal has been filed by the student with the Dean for Academic Services within seven (7) calendar days after the conference with the Dean of the School, the charge of academic dishonesty becomes final and appropriate penalties are applied (see section 3.1.1.4, Penalties).
7. If an appeal has been filed with the Dean for Academic Services within seven calendar days after the conference with the Dean of the School, the Dean for Academic Services will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School are notified in writing of the Committee's decision, either in favor of or against the student. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.

3.1.1.3.2

Charge of Academic Dishonesty Initiated by Registrar

1. If the Registrar suspects a student of engaging in an act of academic dishonesty, the Registrar should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during the discussion the student acknowledges a violation of academic honesty occurred, the Registrar notifies the Dean of the student's School and follows the procedures outlined below in (3) and the appropriate penalty is assessed.
2. If the student denies that a violation of academic honesty occurred but the Registrar is unconvinced, the Registrar consults the Dean of the student's School. If at this point the Dean does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.
3. If the Dean of the student's School and the Registrar agree that an act of academic dishonesty has occurred, the Registrar will then record on the student's permanent academic record the information that the student has been so charged and will inform the student's faculty advisor.

4. The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.
5. The student may, within seven (7) calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Services. The Dean for Academic Services will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.
6. If the appeal fails or if after seven (7) calendar days from the date of the conference with the Dean of the School no appeal has been filed, the decision will become final and the following penalties will be applied.
7. If an appeal has been filed with the Dean for Academic Services within seven (7) calendar days after the conference with the Dean of the School, the Dean for Academic Services will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School and faculty advisor are notified in writing of the Committee's decision. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.

3.1.1.4

Penalties

1. The penalty for the first offense under 3.1.1.2 (1) through (5), above, shall be total loss of credit for the assignment or examination in question.
2. The penalty for the second offense under 3.1.1.2 (1) through (5), above, shall be failure in the course in question and dismissal from the College by the Dean of the student's School. In a case where an appeal is pending at the time of graduation, the diploma shall be withheld until the case is resolved.
3. The penalty for an offense under 3.1.1.2(6) or 3.1.1.2 (7) above, given the nature of the cases that could be included within these categories, will be determined through the individual review of each case by the Dean of the student's School and the Registrar. The penalty for a first offense could include dismissal from the College.
4. A student who has been dismissed from the College for academic dishonesty may not petition the Dean of his or her School for readmission before the end of the next long term.
5. Within ten (10) calendar days after receiving notice of dismissal from the College, only a student who alleges extraordinary or extenuating circumstances in connection with the dismissal may seek a review by the Academic Vice President. If the Academic Vice President, or his/her designee, in his/her sole discretion, determines that the allegations of the student constitute extraordinary or extenuating circumstances, he/she will review the entire case leading to dismissal and decide whether the allegations of such circumstances are sufficient to overturn the penalty of dismissal. The Academic Vice

President or his/her designee will render a decision within twenty (20) calendar days and communicate that decision in writing to the student within this twenty (20) day period.

Note: Disciplinary action taken under this procedure is independent of the awarding of grades (an academic matter), and provisions of this procedure cannot be used for changing awarded grades.

3.1.2

DEFINITION OF LETTER GRADES

The College defines letter grades as follows: A, excellent; B, very good; C, satisfactory; D, barely passing; F, failing. The average grade should be in the C range (1.5 to 2.5) and, 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 the C range.

3.1.3

FINAL EXAMINATIONS AND PAPERS

Final examination week is part of the 15-week academic term. Faculty may not require of students the completion of final examinations, final papers or projects in lieu of examinations, at any time through the last day of regularly scheduled classes, i.e., no such final requirements (exams, papers or projects) may be imposed before the end of the last regular class meeting of the term. During final exam week, students may not be required to submit final papers, projects, or take-home exams before the time at which the class's final exam would have been given according to the posted schedule, nor should these materials be submitted after that scheduled time has passed. Faculty who do not conduct final exams are expected to use the scheduled time for a final class meeting. Department chairpersons have the responsibility to see that the above policy is maintained. Copies of final examination questions should be given to the chairperson for departmental files. Final examination papers or term papers given in lieu of final examinations may be returned to the student or should be kept on file by the instructor for at least one year. Both final examinations and term papers are the property of the College.

3.1.4

MEETING CLASSES

Faculty are expected to meet their classes as scheduled or to notify the Dean of the School and their department chairperson in case of sickness or other reasons for absence. It is the responsibility of the faculty to work with the chair in ensuring that their classes are covered by colleagues if they are absent one or more consecutive class periods. In the case of multiple absences, the chair will inform the Dean of the School.

3.1.5

ORDER IN THE CLASSROOM

It is the faculty member's responsibility to create and maintain in his/her classroom an atmosphere conducive to serious academic pursuits. Hence, he/she may establish non-discriminatory norms for classes that further these goals. The Vice President for Student Affairs should be consulted in cases of serious disciplinary problems in student conduct.

3.1.6

CLASS ATTENDANCE (STUDENTS)

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a course. Excessive absence can be a cause for dismissal from the College. Faculty are

responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly-scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

3.1.7

HOMEWORK REQUIREMENTS

A minimum of two hours of out-of-class preparation is expected of all students for each hour in class.

3.2 REGISTRARIAL POLICIES

3.2.1 TRADITIONAL UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, registration and classes for the fall term customarily occur on the Tuesday after Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Registration for the January term is customarily the first Monday after January 1. Classes for the January term begin on registration day and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term), and classes begin on Monday. The term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Dean for Academic Services constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Council of Deans, the Educational Policies Board, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.2.2 SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Grade-reporting forms are available in the Registrar's office at the beginning of mid-term and final examination periods. 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*. Petition forms for the above are available in the Registrar's office and are subject to approval by the Registrar.

3.2.3 TRADITIONAL FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week.

TRADITIONAL UNDERGRADUATE FINAL EXAMINATION SCHEDULE
EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	BEGINNING TIME	DAY	TIME
M W F	8:00 am	W	1:00 pm-3:00 pm
M W F	9:10 am	T	1:00 pm-3:00 pm
M W F	10:20 am	M	10:30 am-12:30 pm
M W F	11:30 am	M	8:00 am-10:00 am
M W F	12:40 pm	W	10:30 am-12:30 pm
M W F or M W	1:50 pm	Th	8:00 am-10:00am
M W F or M W	between 3:00 pm and 5:00pm	Th	1:00 pm-3:00 pm
M W F or M W	6:00 pm or later	M	Class time
T Th	8:00 am	T	8:00 am-10:00 am
T Th	9:40 am	M	1:00 pm-3:00 pm
T Th	11:20 am	T	10:30 am-12:30 pm
T Th	1:10 pm	W	8:00 am-10:00 am
T Th	between 2:50 pm and 5:00 pm	Th	10:30 am-12:30 pm
T Th	6:00 pm or later	T	Class time

Late afternoon and evening classes will have their examinations during final exam week, either at the regular class time or at a time arranged by the instructor with the students. Four or five days a week classes will have their examinations at the time scheduled for MWF classes.

Faculty members with multiple sections of the same course may request a single examination time from the Registrar's office.

3.2.4

CLASS SCHEDULE CHANGES

Faculty must advise the Registrar immediately if they make any change in their class scheduling (time or location). It is essential, in case of emergency, that the Registrar and other College offices be able to locate a student or faculty member quickly. Classroom assignments are registered on a master list and are printed on each student's schedule. When a classroom location is changed or there is a change in the hours the class is taught, unless the Registrar is notified, it becomes difficult to locate the faculty member or student in case of emergency.

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, and technologies which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum. The print collection includes over 196,000 volumes and 6,000 non-print items (microforms, maps, video recordings, CD-ROM/multimedia titles). Electronic information resources are described in detail below.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://gaelnet.stmarys-ca.edu>). 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.

Spaces for reading and study, group and individual, as well as for interactive collaboration, are provided. Reference librarians are available on a regular schedule and for extended assistance by appointment.

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, CD-ROM databases, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions given to all students in the English Composition program and for the School of Extended Education, librarians develop in consultation with faculty, specialized and advanced library sessions and/or assignments which support course objectives and curriculum requirements.

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 indicated department.

3.3.1.2 Faculty Research Assistance

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, librarians will conduct searches in electronic databases which are not available for public use. Contact the librarian subject selector for indicated department or the Coordinator of Reference Services.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, digital full-text library resources, and the College's academic WWW service. These resources are available via Library workstations in St. Albert Hall and computer labs on campus. Faculty with computers connected to the academic network or

modems can use the Library's electronic information resources from office or home as well. Contact Information Technology Services (ITS) regarding accounts and required software to connect remotely.

The ALBERT online catalog includes records for about half of the books in the library (those acquired or circulated since 1983), and records for periodical titles, videos, compact discs (CDs), and CD-ROMs. Electronic periodical indexes available on the campus network include two indexes with full text of about half of the articles indexed: Expanded Academic ASAP (general and scholarly periodicals), and ABI Inform (economics, finance, and management). Other electronic indexes on the network include Medline, HealthStar (biomedical, nursing, and health administration), ERIC (education and counseling), and PsycInfo (psychology). Workstations available in St. Albert Hall give access to additional specialized databases for Chemistry, Religion, Mathematics, Modern Languages, national and international trade, and newspaper articles, as well as Books in Print. The academic WWW service Gaelnet (<http://gaelnet.stmarys-ca.edu>) includes faculty profiles, descriptions of courses and programs of study, and Library, Media, and Hearst Art Gallery resources. It offers access to Internet resources for study and research selected and organized by discipline. The Library is associated with the Research Libraries Information Network (RLIN) and with the Online Computer Library Center (OCLC). These services enable librarians to locate books throughout the world. The Library subscribes to the DIALOG Information Service, giving access to over 450 specialized databases, including full-text and statistical databases, as well as bibliographic citations.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley, the Graduate Theological Union (GTU) in Berkeley, and the John F. Kennedy University Library in Orinda. 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) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the Access Services Librarian for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books and articles needed for faculty research or instructional purposes which are not available in the Saint Mary's Library may be requested from other libraries through the Interlibrary Borrowing service. There is no charge to faculty for this service. Most material is received in approximately two weeks.

The Library's "Article Express" service provides 24-hour access to selected core periodicals not owned by the Saint Mary's Library. There is no charge to faculty for this service. Contact Interlibrary Loan for more information.

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the faculty copy card to make a copy of non-circulating library material, such as a page or chapter from a reference book or a journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

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 twice, either in person, by phone, or by computer using ALBERT, the Library's online catalog and circulation system.

When material is overdue, faculty will receive a 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 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Placing items on Reserve ensures that students will have equal access to this material. The Reserves 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."

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Director of the Hearst Art Gallery. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of either the Library or the Gallery as far in advance as possible.

3.3.2 MEDIA SERVICES

3.3.2.1 Instructional Media Services

Instructional Media Services provides expertise, facilities, collections, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed. For descriptions of available equipment and services, see the Media Services section of Gaelnet..

3.3.2.2 Media Center

Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use. The Media Center, located on the second floor of the Library, houses a collection of over 2000 video cassettes and laser discs. These include film classics in the Byron Bryant collection and instructional programs supporting the Saint Mary's curriculum. The collection also includes audio cassette tapes, CDs (primarily classical music), and multimedia CD-ROMs. Titles in the collection may be found via the ALBERT online catalog.

In addition to individual viewing stations, the Media Center includes two group-viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large-screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, and stereo sound system. The Wildenradt Theater may be reserved in advance.

Subject to copyright restrictions, faculty may place personal copies of tapes and discs on reserve for student viewing and listening in the Media Center. Tapes and discs may be checked out by faculty for classroom use. The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

3.3.2.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, and creation of documents for the WWW in a variety of formats. For additional information see <http://media.stmarys-ca.edu> or to schedule a consultation session, contact the Head of Media Services and Library Systems.

3.3.3 HEARST ART GALLERY

The Hearst Art Gallery was built in 1977 with the help of a grant from the William Randolph Hearst Foundation. The 2,000-square-foot exhibition space includes the William Keith Room with a rotating selection from the College's collection of 150 paintings by this leading California artist of the end of the 19th century. The permanent collection of more than 2,000 objects includes landscapes of other American artists, art on Christian themes, Don Quixote illustrations, prints by William Hogarth and others, ethnographic art, and contemporary art. Each summer there is an exhibition of historic California art. There is a student art show each May and an Art department faculty show every four years.

The Gallery's education coordinator can arrange for tours of exhibitions customized to the subject matter and format of a particular academic course. The Gallery staff also works with faculty to develop educational events that will help relate exhibitions to their teaching. Classroom visits by Gallery staff and viewings of objects from storage can also be arranged.

The Hearst Art Gallery is open to the public Wednesday through Sunday from 11:00 to 4:30 during exhibitions. Tours can often be scheduled outside of regular hours. Further information about the Gallery is available through the Academic Resources Web site, <http://gallery.stmarys-ca.edu>.

3.4 INFORMATION TECHNOLOGY SERVICES

The use of the technology resources of the College is a privilege. Information Technology Services is headed by the Director of Information Technology.

3.4.1 FACULTY COMPUTING SUPPORT

Information Technology Services (ITS) provides support for campus information technology. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general trouble-shooting and ongoing training. ITS also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A *User's Guide* is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact ITS.

3.4.2 SAINT ALBERT HALL ACADEMIC COMPUTER LABORATORY

The Saint Albert Hall Academic Computer Laboratory provides IBM and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. Graphical User Interface E-Mail (Netscape E-Mail) is available in the Academic Computer Lab for student use in sending and receiving e-mail messages. There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with MacIntosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. The Academic Computer Lab's hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3 ELECTRONIC CLASSROOMS

ITS supports several dedicated and networked classrooms on campus. These classrooms, located in Garaventa Hall, are available for scheduled classroom instruction.

3.4.4 NETWORK SERVICES

ITS provides support for academic network services. The campus Academic LAN consists of a high speed Ethernet backbone connected to file-server electronic communication devices that support the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computer Laboratory.

3.4.5 ELECTRONIC MAIL SERVICE

ITS provides support for electronic mail service for both on-campus and off-campus dial-in use by faculty and students. Through registered network accounts, the Saint Mary's community has access to the campus inter-office network, as well as the global Internet electronic mail network through BBN-Planet, an international Internet Service Provider. Access is available from the Academic LAN directly or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. E-mail accounts are available through the ITS Help Desk.

3.4.6 WORLD WIDE WEB AND INTERNET ACCESS

ITS provides a high-speed connection to the Internet and the World Wide Web. This connection is available through the Academic LAN or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. ITS also maintains the College web site, www.stmarys-ca.edu, and an internal web site, SMCnet, used for information, discussion, and services of interest to the Saint Mary's College community.

3.4.7 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the ITS *User's Guide* contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary's ITS. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary's computing facilities or other disciplinary action. The *User's Guide* is available at the ITS Help Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line on SMCnet, under the Information Technology Services heading.

3.5

SECRETARIAL SERVICES

School secretaries and/or administrative assistants are responsible to the Deans of the Schools, who, along with department chairpersons, program directors, and faculty within the respective Schools, have priority in the use of their services.

The services of the secretaries and/or administrative assistants are generally restricted to matters concerning the ordinary business of the College. Assistance is not provided for personal or private material or for material which does not concern the School or professional development.

Secretarial assistance for faculty, department chairpersons, and program directors is given for such matters as preparation and distribution of correspondence, announcements, department/program brochures, course syllabi, course policy and procedure information, and examinations. Services are also available for the preparation of faculty development grant applications, sabbatical proposals and reports, letters of recommendation, manuscripts and papers accepted for oral presentation or written publication, etc. Other services may include the recording of department or program meeting minutes, or the coordination of such functions as meetings and various department/program events.

Final examination material to be typed must be submitted at least four working days prior to examination time. For other material, a minimum of three working days must be allowed for typing, although a longer time for completion should be expected on lengthy material.

3.6

STUDENT EMPLOYEES

Departmental budgets may include funds for readers, laboratory assistants, tutors or other student employees. Details concerning advertising for, and hiring and payment of, student employees may be obtained from the Career Development Center.

4. ADMINISTRATIVE POLICIES

4.1 ADMINISTRATIVE POLICIES

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:

Sponsored Events

Sponsored events are those which are part of the College program of studies and which involve an audience comprised of 75% Saint Mary's students, faculty and/or staff.

Hosted Events

Hosted events are those with which the College is associated or is collaborating but whose primary audience is not comprised of Saint Mary's students, faculty and/or staff. Hosted events must be clearly indicated as such, and requests for them must be submitted on a College memorandum (not an *Internal Facility Reservation Request* form). Hosted events are charged at one-half the current rates for the facilities used, and paperwork submitted must provide the name of an individual or organization to whom a regular *Facilities Use Contract* and request for insurance coverage may be mailed. Reservations should be made as early as possible to avoid conflicts and allow adequate time for publicity.

The reservation of classrooms is done through the Registrar's office. Guest speakers, special presentations, and combined classes must be scheduled in advance through the Events and Conferences department if the regularly assigned classroom cannot accommodate them. The use of the Soda Activity Center for regular classes is not permitted.

4.1.2 PETS

No pets are allowed on campus, other than guide dogs or service animals.

4.2 ADMINISTRATIVE SERVICES

4.2.1 DUPLICATING SERVICE

The Saint Mary's Print Shop (Duplicating Center) is located adjacent to the Service Center. 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.

4.2.2 OUTGOING U.S. MAIL SERVICE

Daily pickups from campus offices are made at 9:00 AM and 2:00 PM. Any other outgoing mail must be delivered to the Campus Mail Distribution Center located in the Post Office building (adjacent to LeFevre Theatre), no later than 4:00 PM to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions, which are available upon request. Each office is responsible for separating mail by category (local, foreign, etc.). The mail room provides labels to identify the top envelope of bulk mailing. All envelopes to be sealed should have flaps up to be run through the postage machine. Like-sized pieces should be bundled. Mail room personnel should be alerted for an early pick-up and processing of more than 100 pieces by any single department. For further information, contact the Campus Mail Distribution Center.

4.2.2.1 Campus Mailboxes (Faculty and Administration)

The Campus Mail Distribution Center is located in the U. S. Post Office building (near LeFevre Theater). Mailboxes for faculty and administrative staff are centralized here and can be accessed 24 hours a day. Any material which needs to be distributed to the mailboxes can be left in two drop boxes located in the Center. The mailboxes assigned to faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service window in the Center for retrieval of their mail. Keys must be returned to the Center if the individual ceases to be employed at the College. For further information contact the Campus Mail Distribution Center.

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.

4.2.4 TELEPHONE CALLS

The Saint Mary's College telephone number is (925) 631-4000. College telephones are provided for College business only. While reasonable use of College telephones for personal use is permitted, excessive or abusive use is prohibited. Moreover, all long-distance calls must be billed to the faculty member's personal account as described below. Questions about telephone service should be directed to the Telephone Services Manager.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be

used to make off-campus calls within Area Code 925. (Dial 9 plus number.) Calls outside Area Code 925 must be placed either:

- (1) by arrangement with the faculty member's department chairperson through his/her departmental office phone for long distance calls, or
- (2) by arrangement with the School or faculty secretary for long-distance calls to locations both within and outside California.

For all calls off-campus dial 9 for local or 9+1+Area Code+7-digit number for long distance. For credit card, collect or third-party calls, call 9+0+Area Code+7-digit number. Coin telephones are also available for making personal calls. Faculty should advise persons who call them to dial their number directly by using the prefix 631 plus their extension.

Individual Voice Mail is provided to all faculty and staff, even when a phone is shared. Voice Mail must be set up by the user initially in order to function correctly. Instructions in the set-up and use of Voice Mail are available from the office of Telephone Services and on-line on SMCnet, under the Telephone Services heading.

4.2.5 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.

4.2.6 MAINTENANCE AND JANITORIAL SERVICE

Requests for service and information regarding scheduling of any janitorial, grounds, and/or building maintenance services should be directed to the Physical Plant office. This includes requests for cleaning, moving, set-ups, or ground use, as well as repairs or installation of any equipment or services. Requests for remodeling, renovations, or new construction must be accompanied by a Project Request form available in the Physical Plant office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the Physical Plant office. After 3:30 PM, emergency service may be requested through Public Safety.

4.2.7 LOST AND FOUND

The College's lost and found department is located at the Campus Security office. Inquiries may also be made at the main entrance gate.

4.2.8 INFORMATIONAL SERVICES

4.2.8.1 *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.

4.2.8.2 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*.

4.2.8.3 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, (cmicco@stmarys-ca.edu), a week prior to the publication date.

4.3 ADMINISTRATIVE FACILITIES

4.3.1 CAMPUS MINISTRY

Campus Ministry nurtures the spiritual life of the Saint Mary's College community. It works with students, faculty, and staff in the Lasallian spirit of collaboration to celebrate and live the message of the Gospel through liturgical functions, retreat and other spiritual activities, social justice and service opportunities and social, faith, and Sacramental programs. Individual spiritual counseling and reconciliation are available by appointment. Daily masses and prayer services are conducted throughout the academic year as well as a number of retreats, workshops and lecture series. The weekly bulletin distributed at Sunday mass provides an ongoing listing of relevant services and events. To learn about the various programs and events or to speak with a Campus Minister about personal concerns, call to schedule an appointment or stop by the offices next to the Chapel.

4.3.2 STUDENT HEALTH AND WELLNESS CENTER

The Student Health and Wellness Center is located on the ground floor of Augustine Hall. The staff is not authorized to treat faculty or staff, except to administer care in the event of an emergency until further medical care can be arranged. The Center offers influenza vaccines to faculty and staff in the fall at no charge.

Information pertaining to health and wellness is displayed in the form of brochures and is available to those interested. The staff is also available to assist with referrals to off-campus medical support entities if needed.

All injuries must be reported to the Human Resources office. Except for emergency treatment, an authorization must be obtained before treatment can take place. The Human Resources office and the Workers Compensation carrier are the only ones who can authorize treatment. For emergency services call 911.

Employees are not allowed to transport injured workers. If the employee is unable to drive and if no near relative can be located, American Medical Response West Ambulance Company should be contacted at 1-800-540-3066.

4.3.3 COUNSELING CENTER

The Counseling Center's services include individual, couple, or group counseling, consultation and classroom presentation. Trained staff assist with personal problems, such as relationship issues, decision-making, sexuality issues, stress and anxiety, substance abuse and addiction, eating problems, self-esteem and motivation, depression, and peer and academic pressures. If faculty need guidance in identifying students who may benefit from counseling, a brochure, *Helping and Referring the Distressed Student*, is available at the Counseling Center, which is located on the ground floor of De La Salle Hall. The Center's summer services include consultation, training and referral only.

5.

STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available in the Office of the Vice President for Student Affairs.

6. EXTERNAL RELATIONS POLICIES OF INTEREST TO THE FACULTY

6.1 PUBLIC RELATIONS

6.1.1 INSTITUTIONAL MARKETING AND PUBLIC RELATIONS DEPARTMENT

The Institutional Marketing and Public Relations department has the responsibility for coordinating the overall marketing, community relations, media relations and public relations efforts for the College. The Assistant Vice President, Institutional Marketing and Public Relations, oversees Publications, Alumni Relations, Parent Relations, Community Relations, as well as Institutional Marketing and Public Relations. The Director of Public Relations cooperates with the Sports Information Director and other offices on campus which have authorization to disseminate information to the media.

The department writes and edits releases to the media, including newspapers, magazines, radio and television. The department has detailed media lists, as well as information on deadlines and formats. Individuals at the College who want news releases prepared must supply the department with adequate and accurate information and consult it on the proper method of submission of photographs to the media. Materials must be submitted to the department as far in advance of an event as possible.

The Institutional Marketing and Public Relations department must be informed of all speakers, visiting scholars, cultural events, and symposia planned for the campus. Inquiries on such events come to the department from the media and the public, whether or not publicity has been sent out, and the department must be kept up to date.

The Institutional Marketing and Public Relations department and individuals charged by it and the College President are the only persons authorized to make public statements for the institution. No faculty member is permitted to make a public statement for the institution unless specifically authorized by one of these individuals. The public image of Saint Mary's and the rights and privacy of its community members must always be respected. It is important that persons speaking on behalf of the College be consistent in the nature of their remarks. All institutional press releases involving the College must be reviewed in advance by the Institutional Marketing and Public Relations department. All non-institutional press releases deemed to contain sensitive material which has a bearing on the College's reputation must be reviewed directly by the Institutional Marketing and Public Relations department before dissemination.

The department works with other departments across campus to plan marketing, public relations and promotional strategies, thus integrating efforts and creating an overall institutional strategy.

6.1.2 POLICY ON ADVERTISING AND PUBLICATIONS

Paid display advertising to be inserted with off-campus media can be processed through the Institutional Marketing and Public Relations department. 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 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. The Saint Mary's Institutional Marketing and Public Relations department oversees consistency and high quality in the various marketing efforts of the institution. (Contact the Assistant Vice President, Institutional Marketing and Public Relations, for details.)

6.2 SPEAKERS BUREAU

Requests for speakers are frequently received by the Institutional Marketing and Public Relations department. Faculty members interested in speaking may list their topics with the College Speakers Bureau organized by the department. Saint Mary's considers this an important service to the general public.

6.3 POSTERS

In order to prepare posters to publicize an event, the Publications office must receive the request well before the date of posting. Contact the Publications Director concerning time requirements for the preparation of posters.

6.4 USE OF INSTITUTIONAL NAME, LETTERHEAD, ETC.

A faculty member must have the express authority of the President or of the Vice President for Planning and Advancement before making a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they "should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" (See Academic Freedom and Responsibility, section 2.9.1.)

Use of College letterhead stationery is limited to official College business.

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SAINT MARY'S COLLEGE
of California

Academic Services

Jane Sangwine-Yager
Mathematics

October 23, 2000

Memo to: Faculty and Administrators Concerned
From: Valerie Gomez, Dean, Academic Services
Re: Revision to Faculty Handbook

Attached you will find a revision to the Faculty Handbook, the Amorous Relationships Policy which the President's office has requested be distributed as an insertion in the new Handbook. It is section 2.9.2.3 and consists of two pages, 120a and 120b. Attached also is a new page 196, the last page of the Handbook Index, which includes under Addenda the newly inserted policy.

The Academic Senate and the Board of Trustees have approved the above policy.

Attachment

2.9.2.3

Amorous Relationships Policy

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 Sexual Harassment Policy (section 2.9.2.1).

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.

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 Director of Human Resources. The supervisor or the Director 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.

Administrative and Financial Considerations

1. Faculty or staff engaged in conduct of the type described in this policy are subject to College disciplinary procedures.
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.

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ADDENDA

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