

# Faculty Handbook

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Volume 2021 2021-2022

Article 11

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7-1-2021

## Revisions 2021-2022

Saint Mary's College of California

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Saint Mary's College of California (2021) "Revisions 2021-2022," *Faculty Handbook*: Vol. 2021, Article 11.  
Available at: <https://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2021/iss1/11>

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## REVISIONS to the FACULTY HANDBOOK for 2021-22

### 1.4.2.3.5 Director of Center for International Programs

The Director of the Center for International Programs is appointed by the Vice Provost for Academic **Programs and Planning Affairs**, and **The Director** is responsible for the **academic and intellectual** oversight of the Center for International Programs, **with administrative oversight of the Center provided by the Vice Provost for Academic Programs and Planning**. This center **leads and coordinates the College's efforts at internationalization and supports academic and co-curricular programs that** provides study abroad opportunities to Saint Mary's students ~~and supervises the Intensive English Program~~ **and support prospective international students and international students matriculating at Saint Mary's**. ~~In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs.~~ The Director ~~chairs~~ **is advised** by the International Programs Coordinating Committee (1.7.3.7).

### 1.4.2.4 Department Chairs

#### 4. Rank and Tenure Review

It is the responsibility of the chair to:

- a. Be familiar with and follow the procedures of the Rank and Tenure Committee as these pertain to the chair;
- b. Maintain a current file for each tenure-track member of the department with **materials relevant for their** ~~relevant material of candidates for~~ rank and tenure review; keep informed on candidates subject to any Rank and Tenure review; collect appropriate materials to be presented to tenure-track 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~~ **Forms B and other departmental documents, and of any appropriate letters of recommendation, in the files of the** ~~formal letter from the chairperson for~~ candidates subject to any Rank and Tenure review, ~~and of any appropriate letters of recommendations on candidates~~ (see Rank and Tenure Procedures, section 2.6.2.2);
- d. Visit the classrooms of faculty moving toward tenure and being considered for promotion at least once per term. For faculty moving toward tenure, a second classroom visit by a tenure-track faculty member (who may or may not be the chair) is expected each term.
- e. Review student evaluations of the candidates, especially the opinions of departmental majors;
- f. Coordinate a formal review of faculty undergoing Rank and Tenure review. Work with the department or program to evaluate the faculty member's rank and tenure progress. **Organize a meeting to discuss the candidate's case and hold a vote by secret ballot on reappointment, tenure, and/or promotion. Write Form B on behalf of the department or program. Oversee the drafting and editing of Form B, which explains the department or program recommendation while representing any minority opinions. Represent any minority opinions in the department or program. Share and discuss the written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee. Submit Form B directly to the Rank and Tenure Committee.** ~~Submit Form B directly to the Rank and Tenure Committee; share and discuss the written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee.~~

## 1.5 ORGANIZATIONAL CHARTS

*The Organizational Charts were updated. The chart for the Vice President of Intercollegiate Athletics was added.*

### 1.6.1 SHARED GOVERNANCE

1. In accordance with the fundamental principles and values espoused in the College's mission, it is critical that the College have a strong sense of shared leadership and governance. The process for decision-making at the College relies on the foundational principles of Catholic Social Teaching that base all actions on a shared respect for all persons, and a Lasallian commitment to the common good and inclusive community. Shared governance is the process by which the Faculty, the Administration, and the Board of Trustees work together in specified roles to align priorities and govern the College guided by our mission. The Faculty plays a central role in carrying out the mission and governance of the institution in those areas that directly impact academic content and quality and the student education experience. The Administration and Faculty collaborate together and with the staff and student government to meet the educational needs of the students as whole persons. Shared governance processes attend to both the quality of our interactions and the overarching goal of aligning and achieving our institutional priorities consistent with the College's mission.
2. The Board of Trustees, Administration, and the Faculty will act in good faith with respect to their responsibilities to the students of the university and to each other. With our shared commitment, we must approach all governance issues with collegiality, civility, trust, and fairness. Accordingly, we have an obligation to be informed and participate in shared discussion and problem-solving. Through processes of shared governance, stakeholders contribute to identifying and advancing institutional objectives through appropriate levels of participation that leverage the special insights of individuals with a broad range of perspective and roles within the College. Though decision-making processes might vary at the department or school level, the principles of shared governance remain. These practices are informed by a mutual commitment to the principle of subsidiarity, whereby decisions are made at the most immediate or local level consistent with the scale of the decision. This requires a shared understanding about roles and responsibilities at every level of the organization (i.e., when a body should be informed, when consulted/advised, and when it is the decision-making body). Faculty input and authority are represented through appointed and elected committees, which are designed to provide an organizational model that supports representation, transparency, and the clear flow of communication.
3. As trust, accountability, and good faith are all supported by honest and transparent communication, the standard and established practice should be open, clear, and timely to (a) support decision-making processes, (b) articulate the rationale for decisions made and thus to aid in institutional accountability, and (c) keep the College informed of important decisions. This includes access to appropriate and sufficient data and information necessary to participate fully in decision-making within the roles and responsibilities of the various stakeholders. Adherence to shared governance is paramount to achieving our mission, and must be supported at all levels of the institution.

~~The ideal process for decision-making at the College relies on the foundational principles of Catholic Social Teaching that base all actions on a shared respect for all persons and a mutual commitment to the Common Good. Whenever possible, governance decisions will be the result of appropriate consultation achieving consensus or reasoned compromise. The Board of Trustees~~

~~has the final authority to approve or disapprove changes to the Faculty Handbook brought to them by the President as provided in Section 1.8. Within the context of this authority, faculty and administrators acknowledge that governance of the College is both the expression and the actual practice of shared decision-making in all matters affecting academic quality at the College. These practices will be informed by a mutual commitment to the Principle of Subsidiarity. Faculty and administrators therefore recognize that even where faculty roles in the decision making process is advisory, that the practice of good government requires the following:~~

1. Timely consultation of the faculty within the Committee system set forth in Faculty Handbook, especially Sections 1.6 and 1.7;
2. Timely administrative response to faculty recommendations;
3. Timely access to faculty of all non-confidential records and documents relevant to permit the faculty to carry its responsibilities to give advice on matters under consideration, and
4. Faculty representation selected from faculty recommended by the Academic Senate or its Chair on all significant ad hoc committees and taskforces whose charges involve matters pertaining to academic quality.

Alleged breaches of any of the above four practices related to shared governance at the College are expressly within the grievable issues covered under Section 2.16.1.

#### 1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

1. Faculty membership on:
  - Academic Senate
  - Undergraduate Educational Policies Committee
  - Graduate and Professional Studies Educational Policies Committee
  - Program Review Committee
  - Admissions and Academic Regulations Committee
  - Faculty Welfare Committee
  - Grievance Committee
  - Committee on Committees
  - **Academic Administrators Evaluation Committee**
  - January Term Committee
  - Collegiate Seminar Governing Board
  - Core Curriculum Committee
  - Committee on Educational Technology
  - Committee on Teaching, Learning and Scholarship

#### 1.6.1.2.9.1 Meetings

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

##### 1. Executive Meetings

The Chair shall convene a meeting of faculty officers as well as Senators, approximately one week prior to each General Meeting to prepare the agenda for the General Meeting. The time and location of these meetings (Executive Meetings) shall be posted on the Faculty Governance webpage.

##### a. Quorum

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

#### 1.7.2.6 Travel Risk Assessment Committee

*Role:* The Travel Risk Assessment Committee provides risk assessment for College-sponsored activities. The Committee provides mandatory review of College-sponsored activities off-campus, including for academic international and domestic travel programs, athletic travel, College-sponsored travel by faculty, staff, and students (including conference travel, research conducted off campus, and club-sponsored activities like alternative spring breaks sponsored or hosted by campus organizations), as well as Community Engagement involving students working off campus. The Committee is also charged with working with other College offices and programs that engage in regular travel off campus (e.g. January Term, Athletics, CILSA, and CIP) to develop, approve, and maintain specific written emergency plans for off-campus activities in compliance with the College-wide Risk Management Policy.

Specifically, the Committee shall:

- Develop and maintain a clear travel risk assessment protocol and rubric governing when College-sponsored travel is approved, denied, and canceled
- Review and approve College-sponsored travel by faculty, staff, and students, including study abroad courses and programs, as well as exchange programs that bring students from other countries to live on campus
- Monitor approved College-sponsored travel by faculty, staff, and students for evolving situational risk and cancel programs based on risk assessment protocol and rubric
- Consult with programs engaging in regular travel off campus in the development of written emergency plans to mitigate and manage risk in these activities
- Review and re-approve written emergency plans from programs on a rolling three-year basis
- Provide risk assessment for additional College programs and offices on as needed basis

The Committee shall engage in ongoing professional development and consultation with external agencies, including contracted partners such as insurance carriers and study abroad programs, as needed to assess and respond to relevant (potential) risks involved in off-campus activities.

*Membership:* Membership of this Committee is entirely ex-officio with the exception of one appointed faculty representative who has taught at least two CE courses in the five years prior to the initial appointment, and who serves a two-year renewable term. At the start of each year, members will elect a Chair for the year. Members of the Committee are:

- Director of January Term
- Associate Vice President, Finance/Controller or Designee
- Vice Provost for Academic Programs and Planning or Designee
- Representative from the Office of International Programs
- Vice President for Intercollegiate Athletics or Designee
- Medical Director, Health and Wellness Center or Designee
- Director of Catholic Institute for Lasallian Social Action or Designee

- **Faculty Representative Appointed by Chair, Committee on Committees (must have taught at least two CE courses in five years prior to initial appointment)**

#### 1.7.3.7 International Programs Coordinating Committee

*Role:* The International Programs Coordinating Committee **advises the Center for International Programs. The 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 **the College's efforts at internationalization and** 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. ~~It~~ **The Committee is Chaired by the Director and** reports annually to the Academic Senate and Vice Provost for Academic **Programs and Planning** ~~Affairs~~.

##### ***Membership:***

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

The Committee reports to the Vice Provost for Academic **Programs and Planning** ~~Affairs~~, who may appoint up to two additional members.

#### 1.7.3.8 Human Research Institutional Review Board

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

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

**The IRB Vice Chair is formally appointed by the IO following an open call process. The Vice Chair is appointed for a two-year term, serving as IRB Chair the second year. The IRB Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.**

The Committee's responsibilities include:

1. The formulation of guidelines and policies that meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with the President's designee and the College's General Counsel. The committee reports to the Provost or the Provost's designee.
2. In consultation with the IRB signatory, the 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 staff researchers to assure concordance with aforementioned guidelines.

The Committee receives proposals from:

- a. All faculty and 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. As needed, serve as the scientific review committee for disclosures of conflicts of interest related to externally sponsored research and, on the basis of the review, recommend to the Associate Provost for Faculty Affairs steps to manage or eliminate the conflict.
  5. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Provost or the Provost's designee on the research approved.

*Membership:*

- **IRB Chair, a tenured faculty member**
- **IRB Vice Chair, a tenure-track faculty member**
- two tenure-track or salaried adjunct faculty members from the School of Science
- two tenure-track or salaried adjunct faculty members from the School of Liberal Arts
- one tenure-track or salaried adjunct faculty member from the School of Economics and Business Administration.
- two tenure-track or salaried adjunct faculty members from the Kalmanovitz School of Education, preferably with one member from the Ed.D. program
- at least one member from off-campus who is not a part of the immediate family of a person who is affiliated with the institution (Code of Federal Regulations 46.107(d)), ex-officio, appointed by the President
- the Director of Institutional Research, ex-officio

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

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

~~The Human Research Institutional Review Board elects its chairperson and vice chairperson for a renewable one-year term from among its membership of faculty members with tenure to the College. Additional participants may be invited to advise the Committee as needed (e.g. The College's Environmental Health and Safety Manager).~~

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

#### 1.7.4.4 Academic Administrators Evaluation Committee

*Role:* 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 that the faculty think are desirable in academic administrators. To further this purpose, **the AAEC will review the full results of the evaluations and the academic administrators' interpretations of the results before making recommendations to the supervisor(s) each of the academic administrators. Further,** the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with the respective relevant faculty body(ies) under his or her jurisdiction. **Assessment information is confidential, and is to be retained only by Institutional Research upon completion of the evaluation.**

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

*Membership:* The committee consists of six members:

- Four **tenured** ~~tenure-track~~ faculty members, one from each School, **elected for two-year staggered terms** ~~appointed by the chairperson of the Committee on Committees~~
- chairperson of the Academic Senate, voting, ex-officio member
- Director of Institutional Research, non-voting ex-officio

~~The faculty members serve for a term of two years, with terms staggered.~~ Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee.

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

#### 2.6.2.2.2 Initial and Interim Reviews Conducted by the Rank and Tenure Committee

1. The review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the Provost with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews.
2. *Probationary tenure-track candidates.* Initial and interim reviews by the Rank and Tenure Committee shall occur for all probationary tenure-track professors. (See chart in section 2.6.2.2 Faculty, Department and School Procedures.)
3. *Pre-Professor Review.* A faculty member who is tenured but has yet to be considered for Full Professor must have a pre-professor review after tenure before being considered for Full



Professor. It is the responsibility of the faculty member to complete this review at least one year before seeking promotion to Full Professor. A faculty member seeking promotion to Full Professor at the same time as tenure must in the Form A process address the additional criteria for promotion to Full Professor that go beyond those required for tenure alone; this means that in the prior year, this faculty member must complete a Pre-Professor review as part of the interim review process for tenure.

4. On or before June 15 of each year, the Provost shall remind faculty members of their impending reviews. Those persons to be considered for initial and interim reviews shall submit to the chair of the Rank and Tenure Committee, on or before August 15, Form A. Form A asks the candidate to address the appropriate criteria listed in the *Faculty Handbook*, and to provide supporting evidence. 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 chairs 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. [*Renumbered*] The chair or program director is responsible for coordinating initial and interim reviews of probationary candidates whose primary responsibilities lie in that department or program. Chairs and Program Directors should consult Faculty Handbook section 1.4.2.4 (4). If the chair or program director is not tenured, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out initial and interim reviews. If no tenured faculty exist, then the Dean, after consultation with at least the tenured members of the department or program **and the candidate**, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chair or director is charged with coordinating a department or program review of the candidate's performance in each criterion area (teaching, scholarship, service). ~~A review shall include class visitations, formal consultation with other members of the department or program, including all tenure track members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a department or program recommendation on reappointment or termination.~~ In addition, a department chair or director of a program is responsible for coordinating those initial and interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see section 1.4.2.4 (4) Rank and Tenure Review).
6. **Constitution of the Department/Program R&T Review Committee: The minimum number of voting members required to constitute a department/program-level R&T Review Committee is three, which includes the Committee chair. In departments/programs in which there are not at least three members available for a candidate's R&T Departmental Review Committee, the Dean of the School will consult with at least the members of the department/program and the candidate before appointing a tenured member(s) of the School to meet the Committee threshold of three faculty. If possible (and still necessary) this same person should continue to serve as a member of the candidate's subsequent Department Rank and Tenure Review Committees.**
7. [*Renumbered*] ~~Form B is to be submitted by the candidate's department or program chair.~~ Form B asks the candidate's department or program to address the candidate's credentials in light of the Handbook criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make a departmental recommendation. In addition to the

departmental evaluation contained in the Form B, individual members of the greater academic community—SMC administrators, faculty, or staff, or colleagues from external institutions—may also submit to the chair of the Rank and Tenure Committee to be placed in the candidate’s Rank and Tenure file. Individual letters received from on-campus sources (e.g. current faculty or staff, emeriti faculty, current students, etc.) will be accessible to candidates undergoing review, along with the Form B, the dean letter, and the recommendation from the Student Rank and Tenure Committee. Individual letters received from off-campus sources (e.g. colleagues at other academic institutions) will not be accessible to candidates undergoing review. The chair or program director submits **the department or program Form B** to the chair of the Rank and Tenure Committee, on or before September 15. **The candidate may submit to the chair of the Rank and Tenure Committee a formal response to Form B by September 29.** Letters of evaluation by deans and other letters from peers are due on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year). Form B for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and letters by Deans and others on or before January 15.

8. **The department or program-level R&T Review Committee shall observe the following protocols:**
  - **The chair of the department/program is the chair of the Departmental Rank and Tenure Review Committee by default. If the chair is not tenured, needs to recuse themselves from the case, or is otherwise unable to serve as the chair of the Departmental Rank and Tenure Review Committee, the Dean consults with the tenured members of the department and the candidate before appointing a tenured Rank and Tenure Review Committee chair from the same department or, if needed, from another department or program in the School. (see also Handbook sections 2.6.2.2.2 #5 and 2.6.2.2.3 #3). This appointment should be made by August 1.**
  - **The chair facilitates and organizes the review process.**
  - **A review shall include class visitations. Chairs should visit the classrooms of faculty moving toward tenure and being considered for promotion at least once per term. For faculty moving toward tenure, a second classroom visit by a tenure-track faculty member (who may or may not be the chair) is expected each term (see Handbook section 1.4.2.4.d).**
  - **A review shall include a thoughtful assessment of the candidate’s teaching effectiveness, a thoughtful assessment of the candidate’s scholarly plans and achievements and evaluation of his/her service to the College.**
  - **All departments and programs shall prepare a brief statement to be included with each Form B that explains the disciplinary and departmental contexts in which their candidates’ teaching, scholarship, and service should be understood by those outside the department and discipline. This is not meant in any way to establish a new set of criteria at the department level; the only standards for tenure and promotion are those in the Faculty Handbook. However, each discipline and each department/program faces different circumstances and challenges that would help deans and the Rank & Tenure Committee in their assessment of candidates. For instance, the departmental/program statement should explain the norms of scholarship and peer review in the candidate’s discipline(s) and the unique departmental teaching and service contexts that may affect a candidate’s record. Such statements shall be made available to all members of the department, and be as uniform and consistent year-by-year as reasonably possible.**

- All members of the Committee should be familiar with Faculty Handbook section 2.6 (Promotion and Tenure) and should review all the materials in the Rank and Tenure file in advance of deliberations.
  - The committee meets at least once in person or via an internet meeting to discuss the evidence in the candidate's file.
  - The deliberations of the department/program-level R&T Review Committee are confidential to everyone except members of the Committee. The content of Form B is confidential with the exception of the department/program committee, the candidate, the Dean of the School, the R&T Committee, the Provost and the President.
  - After deliberation, all tenured members of the committee participate in a vote by secret ballot on the question of reappointment, tenure, and/or promotion.
  - The chair of the R&T Departmental Review Committee coordinates the writing of Form B. The Form B should reflect the views and recommendations of the whole committee, including the outcome of the secret ballot and any minority views. The entire committee helps to draft and edit the Form B under the supervision of the chair.
  - The chair shares and discusses the written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee. The chair then submits Form B directly to the Rank and Tenure Committee.
9. [*Renumbered*] 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 Dean of the School and 2.6.1.1 Additional Criteria).
10. [*Renumbered*] A Dean of a School is responsible for ensuring that initial and interim review procedures are correctly applied at the **School department/program** level for all faculty whose primary responsibilities lie in a department of that School (see section 1.4.2.2.1 Dean of the School). Unless requested by the Rank and Tenure Committee, a Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School. The Dean's letter will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.

#### 2.6.2.2.3 Tenure and Promotion Reviews

1. On or before June 15 of each year, the Provost shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered for promotion and/or tenure shall submit Form A to the chair of the Rank and Tenure Committee, on or before October 15. Form A asks the candidate to address the appropriate criteria listed in the Faculty Handbook, and to provide supporting evidence.
2. On or before June 15 of each year, the Provost shall provide a written reminder to the Deans of the Schools and the chair of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chair so notified shall then submit to the chair of the Rank and Tenure Committee, on or before September 15 for initial and 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 October 1 (3rd year), October 10 (4th year), October 20 (5th year) for initial and 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. [*Renumbered*] On or before July 1 of each year, the Provost shall distribute to the academic community a draft electronic roster of all Rank and Tenure faculty, including a list of those persons who are to be considered for promotion or tenure.
4. **Constitution of the Department/Program R&T Review Committee: The minimum number of voting members required to constitute a department/program-level R&T Review Committee is three, which includes the Committee chair. In departments/programs in which there are not at least three members available for a candidate's R&T Departmental Review Committee, the Dean of the School will consult with at least the members of the department/program and the candidate before appointing a tenured member(s) of the School to meet the Committee threshold of three faculty. If possible (and still necessary) this same person(s) should continue to serve as a member of the candidate's subsequent Department Rank and Tenure Review Committees.**
5. [*Renumbered*] The chair or program director is responsible for coordinating departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see section 1.4.2.4 (4) Rank and Tenure Review). Chairs and Program Directors should consult Faculty Handbook section 1.4.2.4 (4). If the chairperson or program director is not tenured, then a tenured member of the department shall be selected by the Dean of the School, after consultation with at least the tenured members of the department or program, shall select a tenured member of the School to carry out the reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a department chairperson or director of a program is responsible for coordinating the review of all other faculty who have taught in the department or program during the last four years and who are being considered (see section 1.4.2.4 (4) Rank and Tenure Review).

~~Form B is to be submitted by the candidate's department or program chair.~~ Form B asks the candidate's department or program to address the candidate's credentials in light of the Handbook criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make a departmental recommendation. In addition to the departmental evaluation contained in the Form B, individual members of the greater academic community—SMC administrators, faculty, or staff, or colleagues from external institutions—may also submit to the chair of the Rank and Tenure Committee to be placed in the candidate's Rank and Tenure file. Individual letters received from on-campus sources (e.g. current faculty or staff, emeriti faculty, current students, etc.) will be accessible to candidates undergoing review, along with the Form B, the dean letter, and the recommendation from the Student Rank and Tenure Committee. Individual letters received from off-campus sources (e.g. colleagues at other academic institutions) will not be accessible to candidates undergoing review. **The candidate may submit to the chair of the Rank and Tenure Committee a formal response to Form B by December 15.**

6. **Constitution of the Department/Program R&T Review Committee: The minimum number of voting members required to constitute a department/program-level R&T Review Committee is three, which includes the Committee chair. In departments/programs in which there are not at least three members available for a candidate's R&T Departmental Review Committee, the Dean of the School will consult with at least the members of the department/program and the candidate before appointing a tenured member(s) of the School to meet the Committee threshold of three faculty. If possible (and still necessary) this same person(s) should continue**

to serve as a member of the candidate's subsequent Department Rank and Tenure Review Committees.

7. The department or program-level R&T Review Committee shall observe the following protocols:
  - The chair of the department/program is the chair of the Departmental Rank and Tenure Review Committee by default. If the chair is not tenured, needs to recuse themselves from the case, or is otherwise unable to serve as the chair of the Departmental Rank and Tenure Review Committee, the Dean consults with the tenured members of the department and the candidate before appointing a tenured Rank and Tenure Review Committee chair from the same department or, if needed, from another department or program in the School. (see also Handbook sections 2.6.2.2.2 #5 and 2.6.2.2.3 #3). This appointment should be made by August 1.
  - The chair facilitates and organizes the review process.
  - A review shall include class visitations. Chairs should visit the classrooms of faculty moving toward tenure and being considered for promotion at least once per term. For faculty moving toward tenure, a second classroom visit by a tenure-track faculty member (who may or may not be the chair) is expected each term (see Handbook section 1.4.2.4.d).
  - A review shall include a thoughtful assessment of the candidate's teaching effectiveness, a thoughtful assessment of the candidate's scholarly plans and achievements and evaluation of his/her service to the College.
  - All departments and programs shall prepare a brief statement to be included with each Form B that explains the disciplinary and departmental contexts in which their candidates' teaching, scholarship, and service should be understood by those outside the department and discipline. This is not meant in any way to establish a new set of criteria at the department level; the only standards for tenure and promotion are those in the Faculty Handbook. However, each discipline and each department/program faces different circumstances and challenges that would help deans and the Rank & Tenure Committee in their assessment of candidates. For instance, the departmental/program statement should explain the norms of scholarship and peer review in the candidate's discipline(s) and the unique departmental teaching and service contexts that may affect a candidate's record. Such statements shall be made available to all members of the department, and be as uniform and consistent year-by-year as reasonably possible
  - All members of the Committee should be familiar with Faculty Handbook section 2.6 (Promotion and Tenure) and should review all the materials in the Rank and Tenure file in advance of deliberations.
  - The committee meets at least once in person or via an internet meeting to discuss the evidence in the candidate's file.
  - The deliberations of the department/program-level R&T Review Committee are confidential to everyone except members of the Committee. The content of Form B is confidential with the exception of the department/program committee, the candidate, the Dean of the School, the R&T Committee, the Provost and the President.

- and a department or program recommendation on reappointment or termination.
  - After deliberation, all tenured members of the committee participate in a vote by secret ballot on the question of reappointment, tenure, and/or promotion.
  - The chair of the R&T Departmental Review Committee coordinates the writing of Form B. The Form B should reflect the views and recommendations of the whole committee, including the outcome of the secret ballot and any minority views. The entire committee helps to draft and edit the Form B under the supervision of the chair.
  - The chair shares and discusses the written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee. The chair then submits Form B directly to the Rank and Tenure Committee
8. [Renumbered] A Dean of a School is responsible for promotion and tenure review at the **department or program** School level for all faculty whose primary responsibilities lie in a department or program of that School. Unless requested by the Rank and Tenure Committee, a Dean of a School is normally not required to evaluate faculty whose primary responsibilities lie in a department or program outside the School, but who teach in the School. The Dean's letter will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.

The calendar dates listed below indicate deadlines for submission of important materials for initial and interim reviews, promotion, tenure, and pre-Professor 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 initial and interim review candidates and timely notification for promotion and tenure candidates.

Faculty should treat the due dates as firm, non-negotiable deadlines. 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. Candidates who submit materials late may, as a consequence, receive delayed notification from the Rank and Tenure Committee regarding formative advice or promotion or tenure recommendations.

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

<b>On or before:</b>	
June 15	<ul style="list-style-type: none"> <li>• Draft Rank and Tenure Roster is distributed electronically.</li> <li>• Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and the pertinent review dates.</li> <li>• Candidates opting for early tenure notify Academic Affairs their intention of submitting their Form A in the fall.</li> </ul>
July 15	<ul style="list-style-type: none"> <li>• Final Rank and Tenure Roster is distributed electronically.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul>
August 15	<ul style="list-style-type: none"> <li>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.</li> <li>All candidates to be considered by the Rank and Tenure Committee for initial and interim reviews must submit self-evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.</li> </ul>
September 15	<ul style="list-style-type: none"> <li>Chairs/Program Directors submit letters of evaluation for candidates undergoing initial and interim reviews.</li> <li><b>Candidates may submit a response to Form B by September 29.</b></li> </ul>
October 1 - 20	<ul style="list-style-type: none"> <li>Deans submit letters of evaluation for all candidates for initial and interim reviews to the Rank and Tenure chair: October 1 (3rd year), October 10 (4th year), October 20 (5th year).</li> <li>Faculty submit letters of support and peer teaching observation letters to the candidate's file: October 1 (3rd year), October 10 (4th year), October 20 (5th year).</li> <li>Rank and Tenure chair circulates to the faculty a list of complete/incomplete initial and interim review files.</li> </ul>
October 15	<ul style="list-style-type: none"> <li>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.</li> <li>The decision to apply for early tenure is binding once the Form A and other materials are submitted.</li> </ul>
December 1	<ul style="list-style-type: none"> <li>Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.</li> <li><b>Candidates may submit a response to Form B by December 15.</b></li> </ul>
December 15	<ul style="list-style-type: none"> <li>Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.</li> <li>The Rank and Tenure chair sends letters to all faculty who were under initial or interim review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost.</li> </ul>
January 15	<ul style="list-style-type: none"> <li>Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.</li> <li>The Provost sends letters to all faculty who were under initial and interim review regarding renewal/non-renewal of contracts, with</li> </ul>

	<p>copies to the candidate's dean and department chair or program director.</p> <ul style="list-style-type: none"> <li>• Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure.</li> <li>• Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.</li> </ul>
March 15	<ul style="list-style-type: none"> <li>• The Rank and Tenure chair sends letters to candidates for tenure, with copies to the candidate's dean and department chair or program director and the President. A copy of this letter is also sent to the Provost.</li> <li>• The Provost will inform in writing the candidates for whom he/she is considering a negative recommendation of that fact.</li> </ul>
April 1	<ul style="list-style-type: none"> <li>• The Provost sends letters of recommendation of candidates for tenure to the President.</li> </ul>
May 1	<ul style="list-style-type: none"> <li>• The President sends out letters to candidates for tenure, with copies to the candidate's dean and department chair or program director.</li> <li>• The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost.</li> </ul>
May 15	<ul style="list-style-type: none"> <li>• The Provost sends letters of recommendation of candidates for promotion to the President, with copies to the candidate's dean and department chair or program director.</li> </ul>
June 1	<ul style="list-style-type: none"> <li>• The President sends letters to candidates for promotion, with copies to the candidate's dean and department chair or program director.</li> </ul>

2.8.4.1 General Financial Exigency

**General Financial Exigency is a severe financial crisis that fundamentally compromises the academic integrity of the College as a whole, and is of such extreme nature that it cannot be alleviated by means less drastic than the termination of appointments of those with continuous tenure. It is incumbent upon the President, Provost and Chief Financial Officer, as the administrators invested with fiduciary responsibility at the College, to make every effort to inform and involve the Faculty in making adjustments to the operations of the College to avoid such a crisis.**

~~Termination may result because of a general state of financial exigency that threatens the survival of the College.~~ **As far in advance as possible** of a declaration of a state of general financial exigency, the President, the Provost, and the Vice President for Finance and Administration will explain the financial state of the College, and will involve the faculty, including **Academic Senate** and 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. **Should a declaration be made, it must be made formally and publicly, and immediately announced to entire College community.**



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 Academic Senate **elected by the Academic Senate from the Faculty at large, as specified in section 2.8.4.1.1.** The Ad Hoc Committee on Termination shall consist of five 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, **but may vote to break a tie.** 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 **with a Review Committee comprised of the Provost, the Chair of the Faculty Welfare Committee and the Vice President for Finance and Administration.** Every effort will be made to place the faculty member in another position in the College for which the person is qualified. In **cases of termination such circumstances** the Provost, Vice President for Finance and Administration, 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.

**If, in any case under this Provision 2.8.4.1 the Chair of the Academic Senate, and/or the Chair of the Faculty Welfare Committee, has been identified for termination, then a substitute delegate(s) will be selected by the Academic Senate.**

#### 2.8.4.1.1 Election Procedure for Ad Hoc Committee on Termination

With twenty-four hours of the designation of general financial exigency the Academic Senate will begin the process to fill the membership of the Ad Hoc Committee on Termination. Nominations for School representatives, who must be tenured, will be solicited from the ranked faculty of each school for a ballot that will be distributed after no more than twenty-four additional hours have passed. From this ballot a slate of two finalists will be identified and the election of the School representative will be conducted within no more than twenty-four additional hours.

#### 2.9.3.1 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation

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

**Laurie Panian, Chief Human Resources Officer**

**lmp10@stmarys-ca.edu**

**(925) 631 4530**

Jane Camarillo, Vice Provost for Student Life

**je11@stmarys-ca.edu**

**(925) 631-4235**

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

Saint Mary's College Title IX Coordinator or designee:

**Laurie Panian, Chief Human Resources Officer**

**lmp10@stmarys-ca.edu**

**(925) 631 4530**

Jane Camarillo, Vice Provost for Student Life

- ~~je11@stmarys-ca.edu~~ **Director for Student Assault Prevention, Megan Gallaher, (925-631-4193)**
- ~~Coordinator of Sexual Assault Awareness, Outreach and Education, Gillian Cutshaw (925-631-4193)~~

### 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, except where alcohol is authorized and served at a College-sponsored function to persons age 21 or older and in compliance with applicable law. Other than as permitted under this policy, consumption of authorized alcoholic beverages is not permitted in any classroom building or within public areas of the College. (For more detailed information on the College's alcohol and drug policies governing students, see the Student Handbook.)

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.
- Driving on campus or driving a College-owned, -leased or -rented vehicle under the influence of alcohol, illegal drugs, prescription drugs or over-the-counter products that impair driving ability is prohibited.

If prescribed or non-prescribed drugs which the employee **or student** must take for reasons of health interfere with **their his/her** job performance or endanger the safety of others, the employee **or student** must take a medical leave of absence, make other arrangements to be away from **their 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 **student's or the** employee's drug or

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

The College reserves the right to require testing for drugs or alcohol when the College has a reasonable suspicion that an individual employee is impaired by drugs or alcohol or following an accident or safety violation. *Reasonable suspicion means suspicion based on information or observation of, among other things, the appearance, behavior, speech, attitude, mood and/or breath odor of an employee.* **Student athletes may be subject to drug testing as a condition of their participation in organized athletics.**

Whenever a violation of this policy or whenever the use of any drug, including alcohol, adversely affects ~~an 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 **which may include** ~~ing~~ **referral for treatment**, termination and possible referral for criminal prosecution.

~~If an employee is~~ **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 ~~1-888-492-9355~~ **1-800-834-3773 and identify the employer as "Saint Mary's College" in order to register for services** (see section 2.14.10). The ~~EAP Employee Assistance Program~~ assures all employees of confidential counseling for drug and alcohol problems, as well as for stress, marriage, children, emotional and relationship problems. **If a student is concerned about their life and health relative to alcohol and/or drug use, they are urged to contact Counseling Services (CAPS) at 925-631-4364, the Health and Wellness Center at 925-631-4254, or Mission and Ministry at 925-631-4366 (Faculty Handbook section 2.12.1; Employee Policy Handbook 2.15.1; Student Handbook).**

## 2.13 LEAVES

The absences described below are regulated by federal and state guidelines, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

### 2.13.1 LEAVES WITH PAY

~~For detailed information regarding specific leaves of absence, contact the Human Resources office. For sabbatical leave, see section 2.10.1. To receive a paid leave of absence, the faculty member completes the "Faculty Request for Leave" form, and submits the approved form and medical certification (if applicable) to the Human Resources office for review and processing at least 30 days prior to the start of the leave or as soon as is foreseeable. It is understood that under certain circumstances it may not be feasible to provide 30 days notice; in these cases, the faculty member must provide notice as soon as is practical. Concurrent with the completion of the "Faculty Request for Leave" form, faculty members should consult with the Chair or Director of the faculty member's primary department or program about workload coverage during the leave period. For details of the leave benefits, wage coordination, and processes, contact the Human Resources office. This does not apply to Jury Duty (see section 2.13.1.3).~~

#### 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.~~

Faculty sick leave is earned at the rate of 12 days (96 hours) per academic year (July 1 - June 30) and will be provided at the beginning of each academic year. Unused sick leave may be carried over from year to year to a maximum accrued balance of 24 days (192 hours). For those faculty who are hired mid-year, sick leave will be prorated accordingly. In order for a faculty member to remain at full salary for as long as possible during a leave, sick leave must be coordinated with State Disability Insurance (SDI), Short Term Disability Insurance (STDI), and/or Paid Family Leave (PFL).

~~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.~~

### 2.13.1.2 Parental Leave

Saint Mary's College supports faculty members and their families by providing paid parental leave to care for and bond with newborns, newly adopted children, or children placed through foster care. This policy is designed to be equitable, transparent, and flexible, and to support parenting faculty who seek to lead full professional, intellectual, and personal lives.

All provisions and applications of this policy are meant to be consistent with federal and state law, as described on the Human Resource website. The College recognizes that no policy can anticipate all eventualities and empowers faculty to work with the Human Resources office, the Dean of the faculty member's school, and the Chair or Director of the faculty member's primary department or program to implement these leave benefits on a case-by-case basis. It is the Provost's and Associate Vice President for Human Resources' responsibility to ensure equitable application of this policy across schools.

#### 2.13.1.2.1 Pregnancy Leave

Faculty members are eligible for leave in the period of time before, during, and after childbirth for pregnancy accommodations, childbirth, recovery, related medical conditions, and baby bonding. Full-time faculty members are eligible for a leave with full salary for a minimum of 14-18 weeks (vaginal birth) or 16-20 weeks (cesarean delivery) without regard to the start date of employment or birth date of the child/children. The range in dates is explained by an optional four weeks of leave that can be taken in advance of the due date. In addition to the Pregnancy Leave period, faculty may extend their leave to encompass one or more full academic terms, including the weeks of the academic term that precede and/or follow the leave period.

Pregnancy Leave provides a corresponding 3/6ths reduction in teaching and a suspension of service-related responsibilities during the leave period. Faculty teaching on the traditional undergraduate calendar shall receive the teaching reduction during a long semester, including January Term if desired. For faculty teaching on an academic calendar different from the traditional undergraduate academic calendar, all efforts shall be made to provide the equivalent time free from service as that granted to those who teach solely on the traditional undergraduate calendar. Academic Affairs and the Human Resources office will maintain an Academic Term Calendar and Birth Month Schedule - sample calendars displaying leave benefits and wage/workload coordination that will be used as planning tools. If updates or revisions to these resources are necessary, they will be done in consultation with the Faculty Welfare Committee.

The faculty member's full salary is provided by coordinating California State Disability Insurance (SDI), California Paid Family Leave (PFL), Short Term Disability Insurance (STDI) provided by the College, and use of available accrued sick time. The College will supplement any remaining salary gap in order to assure full salary continuation for the duration of the eligible leave period.

In consultation with the relevant Dean and Provost as necessary, the Chair or Director of the faculty member's primary department or program is responsible for coordinating workload coverage. The College will provide funding for substitute workload coverage as needed.

If a faculty member needs to extend their leave based on a medically certified pregnancy-related disability, they will need to coordinate its duration and level of salary replacement with the Human Resource office on an individualized basis.

#### **2.13.1.2.2 Baby Bonding Leave**

Parenting faculty members (including parents of newly adopted and fostered children) are eligible for Baby Bonding Leave. Full-time faculty members are eligible for 8 weeks of leave with full salary without regard to the start date of employment or birth date of the child/children, adoption date, or foster placement date. In addition to the Baby Bonding Leave period, faculty may elect to extend their leave by using any available accrued sick time and/or taking unpaid weeks (e.g., to encompass one or more full academic terms). Salary is dependent on the availability of sick time.

The faculty member's full salary for 8 weeks is provided by coordinating California Paid Family Leave (PFL) and supplemental pay from the College. Baby Bonding Leave is to be taken in 2-week increments; however, the College may grant a request for Baby Bonding Leave of less than 2 weeks in duration on any 2 occasions. All eligible Baby Bonding Leave must be used within 1 year (12 months) of the birth date of the child/children, adoption date, or foster care placement date.

In consultation with the relevant Dean and Provost as necessary, the Chair or Director of the faculty member's primary department or program is responsible for coordinating workload coverage, including opportunities for an extended leave at full or proportional salary. The College will provide funding for substitute workload coverage as needed.

#### **2.13.1.2.3 Benefits during Parental Leave**

During the period of wage coordination with state and SMC provided benefits (California State Disability Insurance and Short Term Disability Insurance, or California Paid Family Leave) or College supplemental pay, the College will provide retirement contributions based on the faculty member's full base salary. Health care benefits (medical, dental, and vision) are also maintained during the leave for the faculty member and their dependents, if applicable.

#### **2.13.1.2.4 Return to Work**

Upon return from Parental Leave, the College will support flexible work arrangements as an effective management tool to continue supporting faculty members and their families. This may include, but is not limited to, course and classroom scheduling that takes into consideration caregiving and lactation accommodations (see section 2.12.7 Lactation

Accommodation for more information) as well as possible reductions in programmatic or campus-wide service.

**2.13.1.2.5 Relation to Other Leaves**

In addition to the above protected leaves, faculty may request an interruption of the probationary tenure period for tenure-track faculty (see section 2.6.2.1.1 Interruption of the Probationary Tenure-Track Period). Faculty may also request an interruption of the period related to consideration for promotion to Full Professor for up to a total of two one-year periods (see section 2.6.2.1.2 Promotion).

Use of Parental Leave does not exclude a faculty member from using other types of leaves (see section 2.13.1 Leaves With Pay and 2.12.2 Leaves Without Pay). When more than one parent is a College employee who meets eligibility guidelines, each is entitled to utilize their own relevant parental leave benefit.

**2.13.1.23 Jury Duty**

The College recognizes jury duty as a civic obligation and will excuse all summoned employees from work for jury duty with pay for a period not exceeding four full work weeks in a calendar year. If the jury duty exceeds four full work weeks, the employee may take unpaid leave unless the employee has worked for any part of the work week, in which case the leave will be paid leave. The employee may retain any jury fees.

**2.15.2 SALARY SCALE FOR TENURED AND TENURE TRACK FACULTY**

SAINT MARY'S COLLEGE  
TENURED AND TENURE TRACK FACULTY SALARY SCALE  
~~2021-22-2020-21~~

Assistant			Associate			Full	
Step	I	II	Step	I	II	Step	
1	66,631	70,476	1	79,019	83,325	1	100,937
2	68,627	72,590	2	80,995	85,409	2	102,956
3	70,686	74,759	3	83,020	87,544	3	105,015
4	72,806	77,002	4	85,095	89,732	4	107,115
5	74,992	79,311	5	87,222	91,976	5	109,257
6	77,241	81,690	6	89,403	94,275	6	111,441
			7	91,368	96,632	7	113,670

						8	115,944
						9	118,262
						10	120,628
						11	123,041
						12	125,502
						12b	128,012

Assistant			Associate			Full	
Step	I	II	Step	I	II	Step	
1	66,631	70,476	1	78,815	83,355	1	400,937
2	66,631	70,476	2	78,815	83,355	2	402,956
3	68,627	72,590	3	81,180	85,857	3 (1)	405,015
4	70,686	74,759	4	83,615	88,431	4 (2)	407,115
5	72,806	77,002	5	86,123	91,085	5 (3)	409,257
6	74,992	79,311	6	88,708	93,817	6 (4)	411,441
6b	77,241	81,690	7	91,368	96,632	7 (5)	413,670
						8 (6)	415,944
						9 (7)	418,262
						10 (8)	420,628
						11 (9)	423,041
						12 (10)	425,502
						12b	428,012

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 Provost, 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. all other grievances not involving the rank and tenure review process which allege errors in policies, errors in carrying out policies or procedures, or violations of academic freedom (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 **through the Human Resources Department** ~~under section 2.16.5.~~)