

Faculty Handbook

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Revisions for 2022-2023

Saint Mary's College of California

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REVISIONS for the 2022-23 Faculty Handbook

The following title changes have been made throughout the Faculty Handbook. Paragraphs in which such a title update is the only change have not been included in this list of revisions

1. Provost **and Executive Vice President**
2. Vice **President** ~~Provost~~ for Student Life
3. Vice President **for Strategic Partnerships and** Advancement
4. Vice **President** ~~Provost~~ for Enrollment and Communication
5. President's **Senior Staff** ~~Cabinet~~
6. **Vice President for Intercollegiate Athletics** ~~Director of Athletics and Recreational Sports~~
7. **Associate Vice President for Diversity, Equity and Inclusion** ~~Chief Diversity Officer~~
8. **Associate Vice President and Chief Information** ~~Technology~~ Officer
9. **Vice President for Facilities** (new)

1.3.1 THE CORPORATION

Saint Mary's College of California is a California nonprofit public benefit corporation with Members. The Board of Trustees is responsible for the oversight of the management of the College, while the Members, made up of 15 Brothers of the Christian Schools, hold certain reserved powers. The Members are appointed by the Brother Visitor to three-year terms, **with a majority in residence** at ~~and at least two-thirds must be on the faculty or administration of the~~ College. The Members 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.

The Members conduct a regular meeting 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 not exceed 32, of whom not less than six nor more than ten shall be professed religious of the 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 shall hold office for more than three (3) successive terms except, (a) a Trustee in the final two years of the Trustee's third consecutive term who is nominated and elected or reelected to serve as Chairperson of the Board, **and ~~or~~ (b) those Trustees who the Board may choose to nominate for a fourth consecutive term if in the Board's discretion that Trustee's continued service beyond a third term would be beneficial to the Corporation.** ~~those Trustees who hold office ex-officio.~~ A person who has served as a Trustee for three (3) or **four (4)** successive terms may be elected to serve again after the expiration of one (1) year. ~~In~~ addition to the 25 members of the Board, there are seven participants to the Board, the President of the Alumni Association, the faculty representatives of the College, the chairperson of the Staff Council, two (2) Christian Brothers who serve at the College and are members of the Saint Mary's or Joseph Alemany Communities, respectively, the President of the Board of Regents 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, may be invited to serve on committees, but are not entitled to vote.

1.3.3 THE BOARD OF REGENTS

The Board of Regents is comprised of the College's strongest advocates, ambassadors and benefactors. Board members bring external experiences, talents, skills and relationships that serve to advance the College and they are eager to be knowledgeable about and engaged in the life of the College. Regents are directly involved in the College's fund-raising, outreach and community relations efforts, and are without governance responsibilities. The Board of Regents is composed of not more than 35 nor less than 25 members. The regular members are nominated by the Regents' Nominating Committee and elected by the Board of Regents to three-year terms renewable twice (a maximum of nine years). The Board of Regents meets three times annually and is managed by the Vice President for **Strategic Partnerships and Advancement**. 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 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 the 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 the Bylaws.

The President shall be responsible for the College in all its departments **and shall oversee the expression of the Mission in all facets of the College's operations.** To assist the President ~~him~~ in management, **the President he shall employ a Vice President for Finance and Administration,** ~~have the right to employ the Provost and 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 **Senior Leaders** ~~Provost and the Vice Presidents and other officers~~ and the employees of the College in a manner not inconsistent with the provisions of the Bylaws and the directions of the Board of Trustees.

The President shall have the power to appoint a senior leadership team, the members of which are within the President's discretion.

To the extent that the President, alone or with the assistance of senior leaders, faculty or staff of the College, develops a strategic plan for the College, the President shall provide the plan to the Governance and Nominating Committee for review. Upon review by the Governance and Nominating Committee, the Governance and Nominating Committee may: (a) reject the plan and return it to the President for revision; (b) take any action related to the further review, discussion or development of the proposed plan; or (c) approve the plan by Governance and Nominating Committee vote to send the plan to the full Board for its vote of approval before the plan is implemented.

The President shall report to the Board of Trustees at each ~~Regular meeting and~~ **Special 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.

~~Provost and Vice Presidents: The Provost and 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 the 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 the Bylaws.

Vice President for Finance and Administration: The Vice President for Finance and Administration **shall be appointed by the Board of Trustees and serve at the pleasure of the Board of Trustees. The Vice President for Finance and Administration** 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 the Bylaws.

Senior Leaders: The President may designate and appoint Senior Leaders with such duties and titles as determined by the President and appoint individuals to fill such positions. Senior Leaders may include but are not limited to the designation of a Provost, Vice Presidents, General Counsel, or other senior level positions as the President deems appropriate. Senior Leaders shall have such powers and perform such duties as may be prescribed for them from time to time by the President or pursuant to the Bylaws.

1.4.1 THE PRESIDENT

The President is appointed by the ~~Brother Visitor Provincial~~ of the San Francisco New Orleans District of the Brothers of the Christian Schools **to serve at the pleasure of the Brother Visitor in consultation with the Chairperson of the Board and under the direction of the Board of Trustees.** ~~for a four-year term, renewable, and is responsible to the Board of Trustees. The President~~ **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. **The President He** appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. **The President He** authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the Provost **and Executive Vice President**, who is advised by the appropriate academic officers and the Rank and Tenure Committee. **The President He** also approves all policies affecting non-academic personnel of the College. **The President He** is an ex-officio member of all College committees.

The ~~Senior Staff administrative staff~~ of the President consists of the Provost **and Executive Vice President**, the Vice President for Finance and Administration, the Vice President for **Strategic Partnerships and Advancement**, the Vice President for Mission, the **Vice President for Intercollegiate Director of Athletics and Recreational Sports**, the **Vice President for Student Life; the Vice President for Enrollment and Communications; the Associate Vice President and Chief Information Officer; the Associate Vice President for Diversity, Equity, and Inclusion; the Special Advisor to the President; and the Executive Assistant to the President; and the General Counsel.**

1.4.1.1 ~~General Counsel~~

~~The General Counsel is appointed by the President. The General Counsel advises the President and the Board of Trustees and is the primary legal advisor to the College. In addition to the overall management of litigation that affects the College, the General Counsel, upon request, by the Board, President, Provost, Vice President for Finance and Administration or other officers, will review and/or draft College agreements and will advise and otherwise assist with questions regarding laws and regulations affecting the College.~~

1.4.1.1 (renumbered)

Vice President for Intercollegiate Athletics ~~Director of Athletics and Recreational Sports~~

The **Vice President for Intercollegiate Athletics** ~~Director of Athletics and Recreational Sports~~ reports to the President and administers the intercollegiate ~~athletics and recreational sport programs~~ and the facilities of the College dedicated to ~~intercollegiate athletics~~ these activities. The **Vice President for Intercollegiate Athletics** ~~Director~~ recommends to the Provost **and Executive Vice President** the appointment of all coaches and support staff and is responsible for: the Athletic Department's budget; NCAA, WCC, and other relevant athletic compliance and regulatory matters; grant-in-aid administration for athletes; athletic marketing and promotions, media relations, and fund raising. ~~The Director provides coordination and leadership for the Campus Athletic and Recreational Sport Committee (see 1.7.3.10).~~ The Senior Woman Administrator works closely with the **Vice President for Intercollegiate Athletics** ~~Director~~ on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. The **Vice President for Intercollegiate Athletics** ~~Director~~ is a member of the **President's Senior Staff Cabinet**. The **Vice President for Intercollegiate Athletics** ~~Director~~, under the leadership and direction of the Provost **and Executive Vice President**, is responsible for working collaboratively with multiple, other organizational units on campus including but not limited to Admissions, Financial Aid, Human Resources, Business Office, Registrar, **Strategic Partnerships and Advancement**, College Communications, Staff Council, Academic Senate, Regents, and Trustees.

1.4.2 **PROVOST AND EXECUTIVE VICE PRESIDENT AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Provost **and Executive Vice President** is appointed by the President as Senior Vice President and 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 Provost **and Executive Vice President** is vested with authority commensurate with such responsibility. The Provost recommends to the President the appointment, promotion, and retention of Vice Provosts, **Associate Provosts**, Deans, administrative staff, and all full-time faculty. The Provost is a member of the President's **Senior Staff Cabinet**, chair of the Provost's ~~Academic Council of Deans~~, and an ex-officio member of all committees in the area of academic affairs. As the senior leader among the President's **Senior Staff Cabinet**, the Provost **and Executive Vice President** has executive authority for College decisions in the President's absence.

The administrative staff of the Provost to whom responsibility and commensurate authority are delegated are the Vice Provost for **Academic Success** ~~Student Academics and Dean of the Core~~, the Vice Provost for **Graduate Programs and Academic Innovation**, ~~Academic Programs and Planning~~, the Associate Provost for Faculty Affairs ~~and Senior Diversity Officer~~, the Vice Provost for ~~Enrollment and Communications~~, the Vice Provost for Student Life, Deans of the Schools, Dean for Library and Academic Resources, **and the Dean of the Core**, ~~and the Chief Technology Officer.~~

1.4.2.1 **Assistant, Vice and Associate Provosts, Academic Affairs**

1.4.2.1.1 Vice Provost for ~~Student Success~~ ~~Academic Affairs~~

The Vice Provost, Academic Success is appointed by and responsible to the Provost and Executive Vice President for a term mutually agreed upon; and, in collaboration with the Deans of the Schools, and other campus leaders, is responsible for all aspects of student academic policies and support, with specific focus on student academic success and the development of meaningful professional lives of all students. The Vice Provost, Academic Success is a member of the College Council, the Provost's Council, and the Institutional Effectiveness Committee. *See 1.4.8*

1.4.2.1.1.1 Associate Vice Provost for Student Success and Director of Advising

The Associate Vice Provost for Academic Success and Director of Advising is appointed by and responsible to the Vice Provost for Academic Success for a term mutually agreed upon; and is responsible, in collaboration with the Deans of the Schools, for development, implementation and evaluation of academic advising and related technology and services to support student retention and successful graduation for undergraduate students; for supervision of The Advising Office, academic success coaches, the Academic Probation Review Board, tutoring services, and the First-Year and Transfer Advising Cohorts program, and for the academic coordination of new student onboarding (orientation, pre-enrollment, transfer advising). The Director is an ex-officio member of the Core Curriculum Committee.

1.4.2.1.2 Vice Provost for Graduate Programs and Academic Innovation

The Vice Provost for Graduate Programs and Academic Innovation is appointed by and responsible to the Provost and Executive Vice President for a term mutually agreed upon; and is the administrative officer responsible for advancing an innovative and compelling vision for graduate education at Saint Mary's College; and in collaboration with Vice Presidents, Deans of the Schools, and other campus leaders, for providing leadership and advocacy for excellence in interdisciplinary graduate and professional programs and academic innovation across the College. The Vice Provost for Graduate Programs and Academic Innovation is a member of the College Council and the Provost's Council, leads the Graduate Council, and is an ex-officio member of the Program Review Committee for graduate and professional studies programs.

1.4.2.1.3 Associate Provost for Faculty Affairs

The Associate Provost for Faculty Affairs is appointed by and responsible to the Provost for a term mutually agreed upon; and is responsible for the development and implementation of policies, processes, and support systems in the areas of faculty development, faculty recruitment and onboarding, and faculty retention and success. The Associate Provost for Faculty Affairs is a member of the Provost's Council and the Saint Mary's Action Response Team.

1.4.2.1.4 Assistant Provost and Director of Academic Operations

The Assistant Provost and Director of Academic Operations is an administrative staff position reporting to the Provost. The Assistant Provost serves as advisor to the Provost and exercises authority to make official commitments and to broadly represent the Provost across the College; provides support for priorities across Academic Affairs and serves as a resource to the Provost and other senior leaders in the planning and operation of key academic initiatives that further the College's mission; manages professional staff in the Office of the Provost; and serves as Accreditation Liaison Officer with WASC Senior Schools and Colleges Commission Schools. The Assistant

Provost and Director of Academic Operations is a member of the Provost's Council, the Graduate Council, and the Institutional Effectiveness Committee; and represents Academic Affairs on ad-hoc task forces.

1.4.2.2.1 Dean of the School

The Dean of the School is appointed by the Provost **and Executive Vice President** for a term mutually agreed upon as 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 Provost and recommends the appointment, promotion and retention of **their** ~~his/her~~ administrative staff and of full-time faculty; appoints all part-time faculty; consults with the Provost on all matters relating to substantive revision of the academic policies and programs of the School and the appointment of chairs; collaborates with other Deans and ~~with the Vice Provosts for Academic Affairs~~ in matters of mutual concern and especially with those involving overlapping policies, programs and faculty. There is a Dean for each of the four schools: Economics and Business Administration, Education, Liberal Arts, and Science. **For Deans role in the Rank and Tenure Process, see 2.6.2 Rank and Tenure Procedures.**

1.4.2.2.2 ~~Vice Provost for Student Academics and~~ Dean of the Core

The ~~Vice Provost for Student Academics and~~ Dean of the Core is appointed by **and is responsible to** the Provost **and Executive Vice President, and is responsible, in collaboration with the Deans of the Schools and other campus leaders, for ensuring the vitality, currency and overall academic excellence and administration of** ~~for a term mutually agreed upon and is vested with the commensurate authority and responsibility for all aspects of student academic policies and support, as well as the academic enterprise of the core undergraduate programs at the College: Collegiate Seminar, January Term, the Core Curriculum, and the Honors Program and the First Year Advising Cohort. The Vice Provost and Dean reports to the Provost and recommends the appointment, promotion, and retention of his/her administrative staff and contingent faculty; consults with the Provost on all matters relating to the substantive revision of the academic policies and programs of the Core and the appointment of Directors of January Term, Collegiate Seminar, Advising, and the Honors Program, as well as the Chair of the Core Curriculum Committee; provides leadership for the offices and initiatives related to student academic success and consults with the Provost on the appointment of Directors of the Advising Office, Career and Professional Development Services, Student Success, and the High Potential Program; and collaborates with other Vice Provosts, Deans and the Vice Provost for Academic Affairs the Academic Senate in matters of mutual concern and especially with those involving overlapping policies, programs and faculty designing and implementing student policies, such as the Academic Honor Code. The Vice Provost and Dean is a member of the President's Cabinet.~~ **The Dean of the Core is a member of the College Council and the Provost's Council, and is an ex-officio member of the Program Review Committee for undergraduate programs**

1.4.2.3.4 Director of Catholic Institute for Lasallian Social Action

The Director of the Catholic Institute for Lasallian Social Action is appointed by the ~~Vice Provost~~ **and Executive Vice President** ~~for Academic Affairs,~~

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 ~~Success Programs and Planning~~

1.4.2.3.6 Director of Assessment **and Educational Effectiveness**

The Director of Assessment **and Educational Effectiveness** is appointed by and **is responsible to the Provost and Executive Vice President, for a term mutually agreed upon**, and develops and oversees the implementation of academic assessment in ways that support the College's mission, heritage, values, and strategic initiatives. The Director coordinates Core Curriculum assessment and supports degree-level learning outcomes assessment; facilitates discussions of assessment and research findings with key constituencies; provides consulting support to academic departments and programs in their assessment, program evaluation, and accreditation efforts; and provides workshops and other educational opportunities for faculty and staff to enhance their knowledge and skills in the area of educational effectiveness. The Director also provides support for accreditation activities across campus, including preparation for WASC Senior Schools and Colleges Commission Schools accreditation. **The Director of Assessment and Educational Effectiveness is a member of the Provost's Council, the Institutional Effectiveness Committee, the Program Review Committee, and the Core Curriculum Committee.**

1.4.2.4 Department Chairs

Duties of a Chair

1. Departmental Organization
2. Course and Instruction
3. Faculty Management
 - a. Manage the process of hiring new tenure-track faculty;
 - b. Recruit, and review the performance of, contingent faculty, based on the criteria in Article #14 of the Collective Bargaining Agreement: Performance Evaluation of the Collective Bargaining Agreement;
 - c. **Provide classroom observation reports for departmental faculty. CBA members are to be observed each term. Pre-tenured faculty members are to be observed four times per year. Associate Professors considering apply for promotion should be observed at least twice per year. As necessary the chair may designate colleagues who are able to speak to course content and delivery to conduct observations. In all cases, the collection of observation reports should, over time, reflect the variety of courses the faculty member is teaching.**
~~Manage a process of regular class visitation of departmental members: submit written evaluations of class visits to evaluated faculty and to their departmental files, and consult with faculty over their evaluations;~~
 - d. **Review the Student Feedback Survey Reports of all members of the department, with special attention to the responses of departmental majors. As necessary discuss those Reports with the faculty member;**
~~Review and discuss the implications of student and peer evaluations with all department faculty.~~
4. Rank and Tenure Review

It is the responsibility of the chair to **be familiar with and follow the procedures as described in Section 2.6.2 (Procedures for Tenure and Promotion). In addition, the chair will:**

 - a. **Be aware of the Rank and Tenure review schedule and submission deadlines pertinent to individual departmental candidates, and remind departmental candidates of those deadlines;**

~~Be familiar with and follow the procedures of the Rank and Tenure Committee as these pertain to the chair;~~

New b. Facilitate a departmental process for drafting and periodically reviewing and updating a Form B Framing Statement (see 2.6.2.2.12 The Form B Letter), which is to be included in all Forms B

~~old b. Maintain a current file for each tenure-track member of the department with materials relevant for their 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 candidate;~~

~~old c. Be responsible for the timely placement of Forms B and other departmental documents, and of any appropriate letters of recommendation, in the files of candidates subject to any Rank and Tenure review (see Rank and Tenure Procedures, section 2.6.2.2);~~

~~old 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.~~

~~Old e. Review student evaluations of the candidates, especially the opinions of departmental majors;~~

Old f/ new c. Serve as Chair of the Departmental Form B Review Committee (see section 2.6.2.2.8 Selection of Chair of Departmental Form B Review Committee for situation that another faculty member is assigned this responsibility). In all cases, support the Departmental Form B Review Committee, which includes submitting to Academic Affairs Forms B, letters of recommendation, and other supporting documents to be included in the candidates' Rank and Tenure electronic folder

~~Old 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. Oversee the drafting and editing of Form B, which explains the department or program recommendation while representing any minority opinions. 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.~~

1.4.2.5 **Associate Vice President and Chief Information Technology Officer**

The **Associate Vice President and Chief Information Technology Officer** is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The **Chief Information Technology Officer** also oversees campus telecommunications and audio-visual support.

1.4.2.6 **Associate Vice President for Diversity, Equity and Inclusion Chief Diversity Officer**

The **Associate Vice President for Diversity, Equity and Inclusion Chief Diversity Officer** is appointed by the **President** ~~the Provost~~ and is responsible for developing relationships with the **President's Senior Staff Cabinet** and other college wide campus leaders to build a comprehensive inclusive excellence vision and plan for the College. The **Associate Vice President Chief Diversity Officer** provides program management for the College Committee for Inclusive Excellence, serves as the Chief Diversity and Inclusion spokesperson for the College, and is

responsible for generating ongoing diversity reports and updates to the President and **President's Senior Staff Cabinet**. The **Associate Vice President** ~~Chief Diversity Officer~~ collaborates with the Center for Learning and Teaching; Offices of Human Resources, Institutional Research, Mission and Ministry, College Communications, Enrollment and Admissions, and Student Life; IT Services; the Cummins Institute; and Deans and Department Chairs.

1.4.3 VICE ~~PROVOST~~ FOR STUDENT LIFE

The Vice ~~Provost~~ for Student Life is appointed by the President in consultation with the **Provost and Executive Vice President** for a term mutually agreed upon, reports to the **President** ~~Provost~~. The Vice ~~Provost~~ is charged with facilitating the development of students in a manner that complements and completes their academic curriculum and serves the Mission of the College. The Vice ~~Provost~~ is vested with authority commensurate with the following responsibilities: the supervision of the student life educators, administrators, and staff in the areas of Student Life, Residence and Community Life, Campus Housing and Conference Services; New Student and Family Programs; Leadership, Involvement and Diversity, Women's Resource Center, Intercultural Center; Health and Wellness Center and Counseling Center; and, Public Safety. **The Vice President is the College's Title IX Coordinator and has the authority to designate appropriate deputy Title IX coordinators to assist in the fulfillment of these responsibilities.** The Vice ~~Provost~~ recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice ~~Provost~~ is a member of the President's **Senior Staff Cabinet**.

1.4.3.1 Dean of Students

The Dean of Students reports to the Vice ~~Provost~~ for Student Life and provides leadership, vision, and administrative supervision for student development in the residences, in student conduct, and in the experience for undergraduates and graduate and professional students in a manner that complements and augments the academic and Lasallian mission of the College. The Dean serves as an advocate for the needs of students, assisting faculty and staff in enhancing and assessing student learning and coordinating the campus responses to and prevention of serious incidents. The Dean of Students oversees the Office of Residence and Community Life, New Student and Family Programs, Campus Housing and Conference Services and represents the Vice ~~Provost~~ for Student Life in their absence.

1.4.3.4 Executive Director for Public Safety and Transportation

The Executive Director for Public Safety and Transportation reports to the ~~President Vice Provost for Student Life~~ and 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.

1.4.4 VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration is appointed by the Board of Trustees for a term mutually agreed upon, and is responsible to the President and Board of Trustees. The Vice President for Finance and Administration is the College's chief financial officer and treasurer and her/his duties include responsibility for all business and financial affairs of the College (business policies, operations, facilities construction and planning, 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 **Senior Staff Cabinet** and an ex-officio member of all committees in the areas of business, finance, buildings, and human resources.

The administrative staff and contractual services staff reporting directly to the Vice President for Finance and Administration are the Contracted Bookstore Manager, Coordinator of Administrative Services, Associate Vice President for Finance and Administration and Controller, Contracted Director of Food Service, Associate Vice President for Human Resources, ~~Director of Facilities Services~~, and the Director of Central Services.

1.4.4.1 Associate Vice President for Human Resources

The Associate Vice President for 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 Associate Vice President is the College's Title IX Coordinator and has the authority to designate appropriate deputy Title IX coordinators to assist in the fulfillment of these responsibilities.~~ The Associate Vice President 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.

1.4.5 VICE PRESIDENT FOR **STRATEGIC PARTNERSHIPS AND ADVANCEMENT**

The Vice President for **Strategic Partnerships and Advancement** is appointed by the President for a term mutually agreed upon and is responsible to the President. The Vice President is the chief fundraising officer for the College and oversees the Advancement Office. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging alumni, parents, friends, corporations and foundations that can assist the College in reaching its goals. The Vice President oversees the comprehensive fundraising campaign. The Vice President is a member of the President's **Senior Staff Cabinet** and an ex-officio member of all committees in the area of fund-raising and external relations.

1.4.6 VICE ~~PRESIDENT~~ **PROVOST** FOR ENROLLMENT AND COLLEGE COMMUNICATIONS

The Vice ~~President~~ **Provost** for Enrollment and College Communications is appointed by the ~~Provost in consultation with the~~ President and is responsible for the offices and procedures that serve students in the recruitment, admissions and enrollment processes of the College. Working collaboratively with colleagues in academic and student affairs, the Vice ~~President~~ **Provost** spearheads and coordinates institution-wide retention efforts. To better understand the needs of students and to assist the College in its assessment and planning efforts, Enrollment Services gathers and reports on institutional data. The offices and functions included within Enrollment Services are admissions, financial aid, the registrar, articulation and transfer, international recruitment and admissions. **The Vice President is a member of the President's Senior Staff.**

1.4.8 VICE PRESIDENT FOR FACILITIES

Job description pending

~~1.4.8 VICE PROVOST FOR ACADEMIC PROGRAMS AND PLANNING~~

~~The Vice Provost for Academic Programs and Planning is appointed by the Provost for a term mutually agreed upon. The Vice Provost provides strategic leadership, coordination, and support in academic program planning and review, internationalization and global learning, community engagement, strategic planning, course assignment and scheduling, educational effectiveness, and strategic planning and organizational learning. The Vice Provost reports to the Provost and Executive Vice President; recommends the appointment, promotion, and retention of his/her administrative staff; and provides leadership and oversight to the Catholic Institute for Lasallian Social Action (CILSA), the Office of Assessment, the Office of Institutional Research, the Center~~

~~for International Programs, and Summer Session. The Vice Provost also serves as Saint Mary's liaison to the WASC Senior College and University Commission and is a member of the President's Cabinet.~~

1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Committee on Committees the following are criteria for election:
 - a. Representatives must be faculty who appear on the Rank and Tenure roster, i.e. are "tenure-track faculty."
 - b. Faculty representing Schools must be elected from their respective Schools. 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 ~~they~~ ~~he/she~~ will stand for election.
 - c. Faculty representing a program 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 ~~they~~ ~~he/she~~ will stand for election.
2. The following are ineligible to stand for election:
 - a. Presidents, Vice Presidents, Provosts, Vice Provosts, **Associate Vice Provosts**, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
3. During the spring a faculty member is completing a full term on an intensive workload committee (Academic Senate, Undergraduate Educational Policies Committee, Rank and Tenure, Faculty Welfare, Program Review Committee, Core Curriculum Committee, **Committee on Teaching Learning and Scholarship**) that faculty member may ask for exemption from that election cycle through the chair of the Committee on Committees.

1.6.1.1.6 Resignations and Appointments

This subsection concerns positions on Senate committees (see Section 1.6.1.1. Faculty Elections) and positions appointed by the Chair of the Academic Senate or Chair of the Committee on Committees.

1. A faculty member wishing to resign from ~~an elected~~ a committee must inform **their committee chair and** the Chair of the Committee on Committees in writing.
2. A faculty member who, during a period of committee service, will be going on one of the leaves recognized in Section 2.13, must inform their committee chair and the Chair of the Committee on Committees of this. If that leave begins during the first half of the faculty member's term of service on that committee, and will involve no more than half of the remaining term, the faculty member will return after their leave and complete their term. Normally, this kind of leave will be treated as a temporary vacancy and the faculty member will not be replaced during this absence. In all other cases, the faculty member will be counted as having resigned from the committee, creating a permanent vacancy, and will be replaced.
3. ~~2.~~ Should **an elected position** ~~a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee,~~ become **permanently** vacant ~~at any time~~, the Chair of the Committee on Committees shall appoint the runner-up in the most recent election of the position of the vacating member to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

4. Should an appointed position become permanently vacant, the Chair of the Committee on Committees or Chair of the Academic Senate, as appropriate, shall appoint a replacement for a term of appropriate length.

- 1.6.1.2.2 Responsibilities of the Academic Senate and Relationship to the Campus Community
2. From time to time, the Academic Senate will make recommendations to the Provost and **Executive Vice President** (and other administrative bodies of the College and/or Board of Trustees when the Academic Senate deems it appropriate) concerning governance structures at the College. The Provost and **Executive Vice President** will review the recommendations and if **they** ~~the Provost he/she concurs, he/she~~ **they** will forward these recommendations to the President.
 3. Academic Senate Past Chair

The Past Chair assumes office the year following service as the Chair. The Past Chair is a voting member of the Academic Senate on all matters and together with the Chair and Vice Chair serves as a “faculty officer” of the Academic Senate.

The Past Chair serves on the Provost’s Academic Council of Deans (in the fall), and as the Faculty Representative to the Alumni Board.

4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Provost. In consultation with the Academic Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provosts ~~for Academic Affairs, Associate Provosts,~~ the Deans of the Schools and the Dean of the Core. The actual appointments of the Vice Provost and Deans are made by the Provost, in consultation with the President.

1.6.1.2.3 Faculty Officers

1. Academic Senate Chair

The Chair serves on the **Institutional Effectiveness Committee**, College Committee on Inclusive Excellence, Provost’s ~~Academic Council of Deans,~~ Academic Administrators Evaluation Committee, Budget Committee, Faculty Handbook Review Committee, and the Academic Affairs and Enrollment Committee of the Board of Trustees, and is the Faculty Representative to the Board of Trustees.

2. Academic Senate Vice Chair

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

3. Academic Senate Past Chair

The Past Chair assumes office the year following service as the Chair. The Past Chair is a voting member of the Academic Senate on all matters and together with the Chair and Vice Chair serves as a “faculty officer” of the Academic Senate.

The Past Chair serves on the Provost’s ~~Academic Council of Deans~~ (in the fall), and as the Faculty Representative to the Alumni Board.

1.6.1.2.6 Faculty Governance Coordinator

The Faculty Governance Coordinator provides administrative support to the Academic Senate and its elected faculty committees. In addition, **the Coordinator.** ~~she/he-~~

1.6.1.2.8 Terms of Office

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

1.6.1.2.9 Duties of the Academic Senate

The Academic Senate has five duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Academic Senate committees, the President, the Provost, the Vice Provosts ~~for Academic Affairs~~, **Associate Provosts**, the Deans of the Schools and the Dean of the Core.

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

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Educational Policies Committee and the Graduate and Professional Studies Educational Policies Committee are forwarded directly to the Provost;
 - b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Educational Policies Committee and reported directly to Vice Provost for Academic **Success**; ~~Affairs 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 and special general meetings.

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

- a. The President, the Provost, the Vice Provosts ~~for Academic Affairs~~ **and Associate Provosts**, the Deans of the Schools and the Dean of the Core.

1.6.1.2.9.1 Meetings

1. Executive Meetings

- 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 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEE

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs and Enrollment Committee
- Advancement Committee
- Audit Committee
- Finance Committee
- Governance **and Nominating** Committee
- Investment Committee
- Mission and Identity Committee
- Student Life Committee

1.7.1.1 Executive Committee

Duties: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. ~~Additionally, the Executive Committee shall:~~

Assuring the vitality of the mission of the College in the area of executive oversight, the Executive Committee shall:

1. ~~R~~review ~~and~~ consider, and approve the legal position **significant material actions** of the Corporation and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
~~grant honorary degrees;~~
~~approve, implement, and determine appropriate duties for all standing Board committees;~~
2. ~~A~~ **a**dvises the Chairperson of the Board on timing for the ~~three (3)~~ **R**egular **A**nnual **M**meetings and **S**pecial **M**meetings **of the Board of Trustees**; ~~as well as for the Annual Meetings for the Board of Regents;~~
3. ~~M~~ake recommendations to the Board of Trustees about:
 - a) ~~P~~residential review ~~and executive compensation;~~
 - b) **C**hanges to the Faculty Handbook that have the effect of creating or changing College policies.
4. **Annually review all Trustee conflict of interest statements and disclosures.**
5. **Review the compensation of the President, the Vice President for Finance and Administration, and such other officers of the College the Executive Committee determines appropriate in order to evaluate whether such compensation, inclusive of benefits, is just and reasonable.**
6. ~~P~~perform other such duties as may be delegated to it by the Board of Trustees.

Membership: Membership of the ~~The~~ Executive Committee shall be composed of the following members of the Board of Trustees: the Chairperson of the Board, **Vice Chairperson of the Board**, the Chairperson of each standing committee, the College President, ~~and~~ the Board Secretary, the Brother Visitor and the **immediate** past Chairperson(~~s~~) of the Board while still serving as a Trustee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee. **Such staff resources may include, but is not necessarily limited to, the Executive Assistant to the President, the Assistant Secretary, and the General Counsel.**

1.7.1.2 Academic Affairs and Enrollment Committee

Duties: Assuring the vitality of the mission of the College in the area of academic affairs, the Academic Affairs and Enrollment Committee shall make recommendations to the Board of Trustees about:

- WASC Senior College and University Commission recommendations or those of any other accreditation body which affects College programs;
- Substantive changes in the academic policies and educational programs of the College;
- Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;
- ~~—Candidates proposed for degree conferral.~~
- ~~—Enrollment quality and experience.~~
- **Institutional enrollment and marketing plans, including enrollment and net revenue objectives.**

Membership: The Academic Affairs and Enrollment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.3 Advancement Committee

Duties: Assuring the vitality of the mission of the College in the area of advancement, the Advancement Committee shall foster and promote the **Advancement**

/Development/Fundraising fund-raising operations of the College and make recommendations to the Board of Trustees about:

1. Matters pertaining to Advancement and Alumni of the College
 2. Approval of Long-term objectives for the College's Advancement/Alumni program
 3. Approval of an appropriate annual goal for Advancement
 4. Monitor progress toward that goal
- ~~—the core development volunteer group for the College;~~
~~—advice and counsel on matters pertaining to development, public relations of the College as those relations concern Advancement Committee responsibilities, alumni, etc.~~
~~—establishment of an appropriate goal for the Advancement office and progress toward that goal;~~
~~—long term objectives for the College's Advancement program.~~

Additionally, within the **Advancement** fund-raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- periodically review the **Advancement** fund-raising results, both annual and **endowment capital** to assure adherence to fundraising policies and priorities;
- suggest **strategies actions** if fundraising objectives are not met;
- recommend fund raising counsel;
- ~~as appropriate,~~ provide a report to the Finance Committee of the Board of Trustees at **each of its** scheduled meetings ~~of the Finance Committee~~ and to the full Board of Trustees at least annually.

Membership: The Advancement Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.4 Audit Committee

Duties: Assuring the vitality of the mission of the College in the area of audit, the Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the **College Corporation** by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the **College Corporation**;
- conduct an annual review of compliance procedures and methodologies employed by the College relating to the rules and regulations of the National Collegiate Athletic Association and the West Coast Conference, as applicable;
- ~~—receive and evaluate recommendations from the Board of Regents of the College within the Audit Committee's area of concern;~~
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee;
- establish an Audit Committee Charter; and
- other duties as assigned by the Board of Trustees.

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, ~~nominated~~ **appointed** by the Chairperson of the Board **and appointed by the Board of Trustees**. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the ~~College Corporation~~. The Vice President for Finance and Administration and, if the Vice President for Finance and Administration so desires, an associate(s) of the Vice President for Finance and Administration, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and Administration and his or her associate, if any, shall not vote on any matter.

1.7.1.5 Finance Committee

Duties: Assuring the vitality of the mission of the College in the area of financial oversight, the Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees.

In particular, the Finance Committee shall **have the following responsibilities with respect to financial oversight:**

- 1. Review and make recommendations to the Board regarding the College's budgets, as well as appropriate long-range financial plans, related enrollment plans, employee benefit program, financial aid policies, and other financial matters of great magnitude that may affect the College's overall financial health.**
- 2. Approve the annual budget prior to submitting to the Board for final approval.**
- 3. Review tuition, financial aid, room and board, and fees for the students attending the College with respect to how such fees and costs impact the College's budget.**
- 4. Lead the Board's review of the College's strategy for long-term financial sustainability.**
- 5. Review the College's financial policies and recommend appropriate revisions to the Board.**
- 6. Review and recommend to the Board major capital expenditures, dispositions of capital assets and any borrowings.**

Additionally, the Committee shall have the following responsibilities with respect to facilities matters:

- 1. Review and provide recommendations to the Board on the College's master plan;**
- 2. Review and provide recommendations to the Board on all facilities and capital improvement projects that could significantly impact the College campus or its master plan.**
- 3. Review and advise the Board on the construction, rehabilitation or removal of all structures where the cost of any such construction, rehabilitation or removal exceeds \$2,000,000.**
- 4. Review the College's facilities and physical assets policies and recommend appropriate revisions to the Board.**
- 5. Attached to this Charter as Attachment 1 is the College's Approval Process for Major Facility Projects and related Guidelines.**

~~make its recommendations to the Board of Trustees about:~~

- ~~— tuition, room and board fees, and other major charges payable by the students attending the College;~~
- ~~— preliminary and final budgets, as well as appropriate long range financial plans related enrollment plans, tuition waiver policies and financial aid policies;~~

- ~~— faculty, administrative and staff salary scales and ranges, upon recommendation from the President;~~
- ~~— financial aid allocations;~~
- ~~— plant management and construction issues including:~~
 - ~~— the adequacy and condition of capital assets~~
 - ~~— policies related to the Corporation's physical assets~~
 - ~~— new structures and the rehabilitation or removal of older structures as dictated by general Board policies~~
 - ~~— plant financing~~
 - ~~— the adequacy of levels of funding for plan maintenance.~~

Membership: The Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. ~~The Committee will have the assistance of one primary staff person, The Vice President for Finance and Administration and any other officer of the College as designated by the Board, in consultation with the President.~~ **shall provide assistance to the Committee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.** At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.6 Governance and Nominating Committee

Duties: Assuring the vitality of the mission of the College in the area of governance, the Governance **and Nominating** Committee shall **oversee matters of corporate governance and** make recommendations to the Board of Trustees about:

- The desired Board profile and processes undertaken to ensure that profile is achieved
- Potential candidates for election to serve as Trustees, **Chairperson, Vice Chairperson, and Secretary , and Committee membership** of the Board
- ~~— Orientation and education programs for Trustees concerning their Board responsibilities~~
- ~~— Self assessment of the Board~~
- ~~— Assessment of individual Trustee performance and re-nomination of Trustees~~
- ~~— Outstanding service and individuals who should be considered for emeritus status~~
- Governance policies for Trustee review and approval, including but not limited to, amendments to the Bylaws
- ~~— Appointment of the Brother Participants~~
- ~~— Assume such additional duties as may from time to time be assigned by the Board of Trustees.~~

Additionally, the Governance and Nominating Committee shall assume duties as may from time to time be assigned by the Board of Trustees. The Committee shall also make decisions about:

- 1. Nominations for honorary degrees.**
- 2. Orientation and education programs for Trustees concerning their Board responsibilities.**
- 3. The self-assessment of the Board.**
- 4. The assessment of individual Trustee performance and the re-nomination of Trustees, excluding the President and the Brother Visitor.**
- 5. Outstanding service and individuals who should be considered for emeritus status.**
- 6. The review and approval of Advisory Committee Charters and revisions thereto.**
- 7. The Strategic Plan by reviewing it and submitting a recommendation to the Board.**

Membership: The Governance **and Nominating** Committee shall consist of the Chairperson of the Board, the immediate past Chairperson of the Board **while still serving as a Trustee**, the President, the Brother Visitor, and other **Trustees** who are **nominated** ~~appointed~~ by the Chairperson of the Board **and appointed by the Board** of Trustees. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.7 Investment Committee

Duties: Assuring the vitality of the mission of the College in the area of investment management, the Investment Committee shall, working in consultation with any Special Subcommittees, **assist the Board with all investment-related matters, including policy and strategy matters, investment manager selection and implementation**, supervise the Corporation's investment portfolios including but not limited to the Corporation's endowment portfolio(s) **and review for compliance and performance relative to guidelines**.

Within the framework of the policies and the established investment objectives, approved by the Board of Trustees, the Investment Committee shall:

- ~~— recommend investment objectives;~~
- ~~— retain qualified investment managers;~~
- ~~— monitor investment results to assure compliance with investment objectives;~~
- ~~— take appropriate action if investment objectives are not met; and~~
- ~~— report at least annually to the Board of Trustees.~~

1. Annually review the Investment Committee Charter, the Investment Policy and objectives and recommend to the Board any changes.
2. Recommend to the Board for approval the retention of qualified Outsourced Chief Investment Officer (OCIO) and such other investment managers, custodians, consultants and investment professional as appropriate. The Committee shall have oversight and be responsible for establishing the investment strategy and setting the scope of work performed by the OCIO with staff support. This includes the selection of OCIO, change/replacement of OCIO, as appropriate, and performance review of OCIO.
3. Monitor investment results to assure compliance with investment policies and objectives
4. Take appropriate action to ensure investment policies and objectives are met
5. Ensure the timing and amounts of all endowment withdrawals are within Board approved parameters.
6. Report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist **only** of Trustee members ~~and other eligible members~~ who are **nominated** ~~appointed~~ by the Chairperson of the Board **and appointed by the Board** of Trustees.

1.7.1.8 Mission and Identity Committee

Duties: Assuring the vitality of the mission of the College in the area of mission and identity, the Mission and Identity Committee **shall assist in the promotion of mission and identity in all aspects of campus operations and** make recommendations to the Board of Trustees about the following:

- Periodically evaluating the life of the College in light of the Mission Statement
- Periodically reviewing the College's Mission Statement for possible modifications
- The College's strategic plan and its reports for the appropriate inclusion and progress of mission-related goals
- Progress on promoting the College through a variety of communication mediums in ways that

- are aligned with the institutional mission
- Support to the College’s branding and marketing strategy to reflect current market conditions that are consistent with the mission of the College
- Providing orientation resources and support for programs that educate Trustees about the College’s mission and identity.

Membership. The Mission and Identity Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President. At the request of the Committee, or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned by the Chairperson of the Board, in consultation with the President.

1.7.2.1 President’s **Senior Staff Cabinet**

The President’s **Senior Staff Cabinet**, comprised of the President and ~~nine~~ senior members of the College, meets on a regular basis to discuss and make decisions about campus issues and initiatives, policies and procedures, and other items of importance to the College.

Membership:

- President
- **Provost and Executive Vice President** and ~~Vice President for Academic Affairs~~
- Vice President for Finance and Administration
- Vice President for **Strategic Partnerships and Advancement**
- Vice President for Mission
- Vice **President Provost** for Enrollment and College Communications
- Vice **President Provost** for Student Life
- Vice **President Provost** for Academic Affairs
- **Vice President for Intercollegiatics** ~~Director of Athletics and Recreation~~
- **Vice President for Facilities**
- **Associate Vice President and Chief Information Officer**
- **Associate Vice President for Diversity, Equity, and Inclusion**
- **Special Advisor to the President**
- Executive Assistant to the President

1.7.2.2 College Committee on Inclusive Excellence

Membership:

- **Associate Vice President for Diversity, Equity, and Inclusion** - ~~Chief Diversity Office~~ CoChair
- **Provost and Executive Vice President** - CoChair
- Vice President for Finance and Administration
- Vice **President Provost** for Enrollment and College Communication
- Vice President for Mission
- Vice President for **Strategic Partnerships and Advancement**
- Vice **President Provost** for Student Life
- Associate Vice President of Human Resources
- Chair of Staff Council or designee
- Chair of Academic Senate
- Assistant Vice Provost for Student Success
- Brother representative, appointed by Cummins Institute

- Dean of Students
- Director of Athletics
- Director of Intercultural Center
- Student representative, Intercultural Center
- Faculty member, School of Economics and Business Administration, appointed by Committee on Committees
- Faculty member, Kalmanovitz School of Education, appointed by Committee on Committees
- Faculty member, School of Liberal Arts, appointed by Committee on Committees
- Faculty member, School of Science, appointed by Committee on Committees
- Representative of the Associated Students of Saint Mary's College

1.7.2.3 Sustainability Committee

NOTE: The entire description of the Sustainability Committee was removed, and replaced as follows.

Role: The Sustainability Committee reviews, recommends and facilitates the implementation of policies and programs that advance sustainability and environmental justice across the Saint Mary's Community, through education, research, community engagement and campus operations.

The Committee will be consulted on matters that have an impact on the College's environmental footprint. The Committee makes recommendations to the President regarding College operations, to the Academic Senate regarding academic curriculum and/or academic research, and to the Provost and Institutional Effectiveness Committee regarding the tracking of environmental justice and environmental sustainability efforts across the College.

The primary responsibilities of the Committee are to:

- Function as the primary conduit for information and decision-making regarding environmental stewardship and sustainability on campus.
- Proactively design and propose policies and initiatives that expand our campus commitment to climate action and environmental justice in research, curriculum, engagement and/or built environment.
- Develop, recommend, support and sponsor academic programs, certificates, and co-curricular education activities that promote environmental awareness and sustainability as both an institutional and an individual responsibility
- Monitor operations and practices on campus that directly affect the College's use of resources and contribute to our environmental footprint.
- Review annual assessments of the College's sustainability efforts.
- Update and maintain the College's sustainability vision and values statement.
- Develop action plans to promote greater awareness of sustainability, to increase campus sustainability over time, and to inform annual operating and capital budget processes.

Membership:

- Faculty Member (appointed by the President, in consultation with the Academic Senate) Co Chair
- Academic Administrator (appointed by the President) Co Chair
- Sustainability Director
- Campus Facilities Planning Committee Chair
- Assistant Vice President for Communications
- Vice President for Mission
- Vice President for Student Life

- Vice Provost, appointed by the Provost
- Provost's Council representative appointed by the Provost
- One Faculty Member from each School appointed by the Chair of the Committee on Committees
- Staff Council Chair
- Associated Student Senator, appointed by the ASSMC
- Other Members of the Campus Community as appointed by the President.

1.7.2.4 Institutional Effectiveness Committee

Role: The Saint Mary's College Institutional Effectiveness Committee supports and advises all units on best institutional effectiveness practices by coordinating the activities to assess institutional units and evaluate the effectiveness thereof. In addition, the Institutional Effectiveness Committee serves as an institutional repository to track progress on strategic priorities and ensure continuous quality improvement across the College.

The Institutional Effectiveness Committee reports to the Provost and Senior Vice President for Academic Affairs on all matters relating to:

- The establishment and monitoring of processes for ongoing outcomes assessment planning and reporting by all SMC units;
- The review of institutional data summaries, non-academic program reviews, accreditation reports, and other special reports;
- Progress on key performance indicators derived from the institutional strategic plan;
- Compliance with all WSCUC institutional effectiveness accountability standards;
- Assistance in support of accreditation narratives, gathering documentation, and leading internal teams for self-study; and
- The submission of an annual Institutional Effectiveness report.

Each core unit (departments, programs, and other sub-units) is expected to submit an annual plan that is derived from the longer term strategic plans established for each area and the College. The Annual Institutional Effectiveness Assessment Plan and Annual Report will be the core element of the integrated planning process and will reflect the strategic priorities, accreditation requirements, external accountability requirements, and operational effectiveness/efficiency goals for each unit.

The Institutional Effectiveness Committee is expected to meet twice quarterly.

Membership:

- Director of Institutional Research (co-chair)
- Chair Academic Senate (or representative) (co-chair)
- Assistant Provost (ALO)
- Director of Assessment and Educational Effectiveness
- Assistant Vice Provost for Academic Programs and Planning
- Vice President for Student Life
- Assistant Vice President for Development, Strategic Partnerships and Advancement
- Vice President for Mission
- Deputy Athletic Director for Internal Operations
- Assistant Vice President for Finance and Controller
- Vice President for Enrollment and Communications

- Vice Provost for Academic Success
- Three Deans, as appointed by the Provost
- Two Faculty Senators, at least one with substantial recent experience in a graduate or professional program, and at least one with substantial recent experience in an undergraduate program.

1.7.2.5

Title IX Committee

Role: The Title IX Committee is advisory to the President **on all matters related to Title IX.** ~~and~~ **The Committee** is dedicated to the promotion of the rights of students, staff and faculty to live, work and study in a safe and healthy environment free from sexual discrimination, including sexual and gender-based assault and harassment. The Committee is charged with fostering an institution-wide commitment to cultural change by taking a community approach to building a partnership between students, staff and faculty to help create a campus environment that promotes respect, equality, civility, healthy relationships, and healthy sexuality. ~~The Committee reviews and makes recommendations about campus policies, programs and initiatives related to Title IX and Clery Act compliance, maintains and updates the Title IX resources page of the College website and develops and provides campus-wide training related to Title IX compliance.~~

The committee will:

- **Work to ensure positive compliance with Title IX, the Clery Act, and other laws and regulations related to gender discrimination and sexual violence.**
- **Work to ensure that all employees and students know how to identify and report, as well as intervene and interrupt, prohibited behavior.**
- **Review and make recommendations about campus policies, programs and initiatives designed to address sexual and gender-based harassment, sexual violence, relationship and interpersonal violence and stalking. The committee will provide support as needed for the implementation and evaluation of new or amended policies for students, faculty, and staff.**
- **Foster communication and collaboration in prevention efforts to raise awareness of the impact of interpersonal violence on campus, reduce the occurrence of such acts, and to promote safety, health, and well-being.**
- **Engage the campus community (including student organizations, athletics, administrators, and academic departments, among others) to promote forums and conversations that foster a campus climate free of sexual violence.**
- **Provide guidance to campus leadership to advance systemic change and overall improvement of the campus climate relating to protections provided by Title IX.**
- **Develop a consistent and effective reporting system to the President and other campus leaders.**
- **Contribute to the campus Strategic Plan on all aspects of Title IX compliance, education and outreach, training, reporting, investigations, and campus climate.**

Membership:

- **Vice President of Student Life** ~~Associate Vice President for Human Resources/~~Title IX Coordinator (Chair)
- **Associate Vice President for Human Resources**
- **Associate Vice President for Diversity, Equity, and Inclusion**
- **Senior Manager of Human Resources** ~~Dean of Students~~ (Deputy Title IX Coordinator)
- **Associate Vice President & Dean of Students (Title IX Deputy Director)**
- **Senior Associate Athletic Director/Senior Woman Administrator** (Deputy Title IX Coordinator)

- ~~— Director of Employee Relations, Compensation & HR Consultation (Deputy Title IX Coordinator)~~
- Executive Director for Public Safety and Transportation
- **Associate Dean of Students & Director of Community Life, Student Rights, and Responsibilities (Title IX Deputy Director).** ~~Director of Community Life~~
- **Campus Assault Response and Education Director.** ~~Director of Sexual Assault Prevention~~
- **Counseling and Psychological Services Representative**
- **Saint Mary's Title IX Investigator**
- Faculty Member, as appointed by the Chair of the Committee on Committees
- **Undergraduate Student Representative, as chosen by ASSMC**
- **Graduate Student Representative, as chosen by the Associate Dean of Students and Director of the Office for Student Rights, Responsibilities, and Community Life**
- ~~— Vice President for Finance and Administration~~
- ~~— General Counsel (ex officio)~~

The Committee is divided into four subcommittees:

1. Policy and Procedure
2. Training and Education
3. Marketing; Toolkit and Website Management
4. Reporting

Students (graduate and undergraduate) as well as other campus representatives may be invited by the Chair to serve on subcommittees.

1.7.2.6 Travel Risk Assessment Committee

~~*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 **Success 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 of the Committee on Committees (must have taught at least two CE courses in five years prior to initial appointment, **and who will serve two-year renewable terms**)

At the start of each year, members will elect a Chair for the year

1.7.2.7 College Council

***Role:* The College Council is charged with addressing strategic issues and priorities facing the College that are not routinely addressed by College committees and making recommendations to the appropriate College official about strategic decisions and directions for the College.**

Membership:

The Council's membership, is drawn from the major areas of the College

- **President**

- **Provost and Executive Vice President**
- **Vice President for Finance and Administration**
- **Vice President for Strategic Partnerships and Advancement**
- **Vice President for Enrollment and Communications**
- **Vice President for Student Life**
- **Vice President for Mission**
- **Vice President for Intercollegiate Athletics**
- **Associate Vice President for Diversity, Equity and Inclusion**
- **Executive Assistant to the President**
- **Dean, Kalmanovitz School of Education**
- **Dean, Library and Academic Resources**
- **Dean, School of Economics and Business Administration**
- **Dean, School of Liberal Arts**
- **Dean, School of Science**
- **Vice Provost for Academic Success**
- **Vice Provost for Graduate Programs and Academic Innovation**
- **Dean of the Core**
- **Academic Senate Chair**
- **Academic Senate Vice Chair**
- **Christian Brother**
- **Chief of Public Safety**
- **Chief Information Officer**
- **Vice President for Facilities**
- **Chief Human Resources Officer**
- **Staff Representative**
- **Student Representative**

The Executive Assistant to the President shall provide administrative support for the College Council.

Meetings:

The College Council shall meet normally once per month during the academic year, and additionally as necessary. Agenda items shall be solicited from all the Council members and approved by the President

1.7.3.1 Provost's Academic Council of Deans

Role: The Provost's ~~Academic Council of Deans~~ serves as a forum for new ideas and initiatives and aid in maintaining coherence and momentum for the initiatives that are developed. The Council provides vision, focus, and guidance to the **Provost and Executive Vice President**, and implements academic programming and support. In particular, the Council advises the **Provost and Executive Vice President** regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Provost Council of ~~Deans~~ Membership:

- **Provost and Executive Vice President** (Chair)
- Chair of the Academic Senate
- Past Chair of the Academic Senate (fall) and Vice Chair of Academic Senate (spring)
- **Associate Vice President and Chief Information Technology Officer**
- **Associate Vice President for Diversity, Equity and Inclusion** ~~Chief Diversity Officer~~

- Vice Provost for Academic Affairs
- Dean for Library and Academic Resources
- Dean of the School of Economics and Business Administration
- Dean of the School of Science
- Dean of the School of Liberal Arts
- Dean of the School of Science
- Dean of the Core

The Provost may augment the memberships as appropriate.

The Provost ~~Academic Council of Deans~~ meets twice a month.

1.7.3.4 Rank and Tenure Committee

Membership:

- a chairperson (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which **the chair he/she** was elected, i.e., School or member-at-large.

-

Faculty Qualified for Election:

- 1.
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, **the faculty member he/she** must choose the School of eligibility.
- 3.
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. If a member whose term is ending is elected chair, **their his/her** term of service on the Committee will be extended by one year or as long as **they are he/she** is elected chair by the Committee. **The member He/she** will retain the representation for which **they were he/she** was originally elected to the Committee.

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, **the faculty member he/she** must decide in which School voting will take place);
- c.

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

1.7.3.6 Committee on Academic Appeals

Role: A faculty/student committee that hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened and chaired by the Vice Provost for Academic ~~Success Affairs~~, at the request of the student:

Procedures:

- 1.
2. The student is normally expected first to take ~~the his/her~~ appeal to the instructor or administrator involved. If the student is not satisfied with the outcome, ~~the student he/she~~ should next take the appeal to the department chairperson or to the appropriate academic administrator.
- 3.
4. If the student decides not to pursue the appeal, ~~they he/she~~ must advise the Vice Provost for Academic ~~Success Affairs~~ that the notification and/or statement of appeal be withdrawn.

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. The Committee is Chaired by the Director and reports annually to the Academic Senate and Vice Provost for Academic ~~Success Programs and Planning~~.

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

1.7.3.8 Human Research Institutional Review Board

Role:

The Vice Chair is formally appointed by the Institutional Officer following an open call process. The Vice Chair is appointed for a two-year term, serving as Chair the second year. The 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 ~~counsel General Counsel~~. The committee reports to the **Provost and Executive Vice President** ~~or the Provost's designee~~.
5. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the **Provost and Executive Vice President** ~~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).~~

~~1.7.3.9 Faculty Development Fund Committee~~

~~*Role:* The Faculty Development Fund Committee reviews applications from faculty members for awards from the Faculty Development Fund (see section 2.10.2 Faculty Development Fund Awards).~~

~~*Membership:*~~

- ~~— Director of Faculty Development (chairperson)~~
- ~~— four tenure-track faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, appointed by the Deans of the Schools.~~

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

~~1.7.3.10 Campus Athletic and Recreational Sports Committee~~

~~The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics and Recreational Sports, the Provost, and/or to the President of the College.~~

~~*Membership:*~~

- ~~— Faculty Athletic Representative (appointed by the Provost), chairperson, one-year term~~
- ~~— two tenure-track faculty members (appointed by the Chair of the Committee on Committees), three-year terms~~
- ~~— two administrator/staff members (appointed by the Provost or designee), three-year terms~~
- ~~— four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student Athlete Advisory Committee from among its membership), one-year terms~~
- ~~— Director of Athletics and Recreational Sports~~
- ~~— Associate Director of Athletics for Compliance/Senior Woman Administrator~~
- ~~— Assistant Director of Athletics and Recreational Sports~~

~~*Meetings:* Meets at least three times during the academic year.~~

1.7.4.1 Grievance Committee

A Grievance Committee is the group of ~~five~~ **twelve** tenured faculty members, selected using the following procedure, created for the purpose of hearing a particular Grievance Case.

Membership: All tenured members of the faculty are eligible for selection to a Grievance Committee, with the following exceptions: faculty currently on leave or sabbatical, faculty serving as administrators, faculty on reduced services or phased retirement, current Department chairs ~~and Program Directors~~, **the Directors of the Integral Program, Justice Community and Leadership Program, the Ethnic Studies Program, the Environmental and Earth Science Program, the Collegiate Seminar Program, Women and Gender Studies, and the January Term Program, the Chair of the Academic Senate**, faculty who sit on or who sat in the previous year on the Rank and Tenure Committee, and those who were selected to serve on a Grievance Committee **Case** in this or the previous year.

Following the completion of the spring Academic Senate elections, the Faculty Governance Coordinator will create the pool of faculty members who are eligible for service on a Grievance Committee by drawing at random two members each from among the eligible tenured faculty of the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, as well as four additional members from the eligible tenured faculty at large. The Coordinator will draw two additional names to serve as alternates who will serve if one of previous chosen faculty becomes unable or ineligible to serve. If at any point the pool of chosen faculty becomes smaller than twelve the Faculty Governance Coordinator will select at random a replacement, either from a school or at large, as appropriate.

When a grievance has reached the stage of requiring a Grievance Committee, that committee will be created as follows:

~~The Faculty Governance Coordinator will draw at random two members each from among the eligible tenured faculty of the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, as well as four additional members from the eligible tenured faculty at large.~~

- **Each party to the grievance will be informed of the current pool of twelve faculty members**
- Each party to the grievance may challenge two members within ten (10) school days of the actual notice of the composition of the Grievance Committee. Challenges are peremptory and without personal or professional prejudice.
- The Committee is reduced to five by lot by the chairperson of the Academic Senate.

1.7.4.4 Academic Administrators Evaluation Committee

3. 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 **their** ~~his or her~~ jurisdiction. Assessment information is confidential, and is to be retained only by Institutional Research upon completion of the

1.7.4.5 Undergraduate Educational Policies Committee

Role:

1. The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate on matters of undergraduate curriculum, especially:
 - b. possible new degree and non-degree programs or majors and minors **and certificates** for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors **and certificates**;
3. The chair of the Undergraduate Educational Policies Committee considers for approval applications from the **Dean of the Core** ~~Vice Provost for Academic Affairs~~ on the behalf of students who believe their academic needs would be better served by a distinctive program of studies. Besides fulfilling requirements for a major, an individualized major plan must satisfactorily

lead the student toward the goal of liberal education which the College sees as essential for all of its graduates

~~4. Together with the Graduate and Professional Studies Educational Policies Committee, meets and reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).~~ Together with the Registrar's office, department chairs, School Deans, Dean of the Core and the Vice Provost for Academic **Success Affairs**, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient

Membership: This Committee is composed of nine voting members:

- Chair (tenured faculty member who has taught at least six undergraduate courses during the previous three academic years)
- Vice-Chair (tenured faculty chairperson elect, who has taught at least six undergraduate courses during the previous three academic years)
- three tenure-track faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, elected for two-year staggered terms
- **one tenure-track faculty member from the Kalmanovitz School of Education**
- ~~two~~ **three** tenure-track faculty members at large, elected for two-year, staggered terms
- Member of the Library professional staff
- **Representative from the Registrar's Office, as designated by the Registrar (non-voting)**

1.7.4.6 Graduate and Professional Studies Educational Policies Committee

Role:

~~3. Together with the Undergraduate Educational Policies Committee, reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).~~

Membership: The Committee is composed of ~~six~~ **five** voting members:

- the Chair, who has taught at least six graduate or professional studies courses during the previous four academic years, and who is elected at large from among the tenured faculty of the College.
- three tenure-track faculty members who have taught at least six graduate or professional studies courses during the previous four academic years, one elected from each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms.
- **one tenure-track faculty member from the School of Science**
- member of the Library professional staff
- **Representative from the Registrar's Office, as designated by the Registrar (non-voting)**

1.7.4.7 Program Review Committee

Role: The Program Review Committee is to

2a. The Committee meets with the program faculty to discuss the self-study and draft of the action plan and timeline, Dean's evaluation, and external reviewer report. The Committee prepares a complete written review, and sends it to the department or program under review, the **school Dean or Dean of the Core as appropriate**, the Vice Provost for **Graduate Programs and Academic Innovation or Dean of the Core as appropriate**, ~~Academic Affairs~~ and the Provost. Following this step in the process, the Provost's

representative, will arrange a meeting with the department or program, the Dean, and the chair or representative of the Committee in order to respond to the review;

b. Administrative issues, particularly budgetary, will be responded to by the Dean within twelve months of reception of the review. The program is responsible to finalize its new six-year action plan after the close of the review, and submit **it to the Office of the Academic Senate for distribution** ~~a copy~~ to the Provost, Dean, Vice Provost and Committee chair ~~via the Office of the Academic Senate.~~

1.7.4.10 Committee on Teaching, Learning, and Scholarship

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

The Committee on Teaching, Learning and Scholarship

1. **reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1), submitting to the Provost a list of those proposals deemed meritorious**
2. **reviews disputed applications from faculty members for awards from the Faculty Development Fund (see section 2.10.2 Faculty Development Fund Awards)**
3. **review applications from faculty members for Grants made available through the Provost's Office**
4. **develops, maintains and publicizes rubrics by which it evaluates proposals for Sabbaticals and for Faculty Development Funds**
5. **holds workshops, provides internal grants and funds, and gives annual awards in ways that endeavors to be responsive to the needs of the faculty**
6. **reviews and awards Student Summer Research Grant Applications**
7. **leads discussion groups, facilitates workshops and engages in other activities that draw on an individual Committee member's expertise and interest**

Membership:

- Director of Faculty Development, Chairperson
- Four tenure-track faculty members, one elected from each School, **elected to** (two-year, staggered terms)
- **Two tenure-track faculty members at large, elected for two-year, staggered terms**
- ~~— Three tenure-track faculty members (one-year, renewable terms) appointed by the Director of Faculty Development in consultation with the Chair of the Committee on Committees.~~
- Representative from the EdTech Center (*ex-officio*)

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

1.7.4.16 Committee on Educational Technology

Role:

2. Identify opportunities for improvement or innovation in teaching and learning that can be enabled by educational technologies and/or facilities, and provide ongoing guidance and recommendations to the **Associate Vice President and Chief Information Technology Officer**, the EdTech Center, and the Campus Facilities Planning Committee

Membership: The Committee consists of 10 voting members:

- Four tenure-track faculty members, one elected from each school (two-year, staggered terms), one of whom is selected by the committee as chair*
- One full-time faculty member (one-year, renewable term) appointed by the Committee on Committees
- Director of Faculty Development (*ex officio*)
- **Associate Vice President and Chief Information Technology Officer** (*ex officio*)
- Director, Educational Technology (*ex officio*)
- Dean of the Library and Academic Resources (*ex officio*)
- Director, Facilities Services (*ex officio*)

1.7.5.2 Academic Probation Review Board

Membership

- Assistant Vice Provost for Academic **Success Affairs**, Chair

1.7.6.1 Budget Committee

Role: The Budget Committee, which is advisory to the President through the Vice President for Finance and Administration, provides the means for institutional oversight through financial planning, coordination of budgets, and determining funding priorities.

Duties of the Budget Committee: The Budget Committee advises the President on budget policy and financial planning for the campus community and in these capacities will:

1. Develop and recommend an annual budget including enrollments, tuition and discount rates, room and board occupancy and rates, and other revenues as well as compensation recommendations and other expense items for approval by the President and the Board of Trustees. Review and recommend, to the President and the Board of Trustees, a capital budget consistent with strategic institutional plans.
- ~~2. Review and recommend the assumptions contained in the rolling three-year financial plan. The plan includes assumptions regarding enrollment and tuition rates, discount rates, compensation goals and other revenues and expenses. The financial plan needs to achieve debt covenant requirements and allow the continued financial vitality of the College.~~
3. Make recommendations regarding the College's budgetary processes.
4. Monitor budget performance and review business plans of existing and new units/programs.

Guidelines for the Budget Committee

1. To allocate resources in the best interest of the institution and as determined by the College's strategic planning processes.
2. To coordinate efforts with the Employee Benefits Advisory Committee to **assure** ~~insure~~ adequate resources for retaining and attracting employees.
3. **To coordinate efforts with the Institutional Effectiveness Committee to assure adequate resources for strategic initiatives.**
4. **To coordinate efforts with the Campus Facilities Planning Committee to assure funding for annual capital projects.**
5. To communicate with the committees of the Board of Trustees to increase mutual understanding of strategic funding priorities.

Members of the Budget Committee: Each member of the Budget Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate. The Committee shall have the following members:

- ~~— Make recommendations regarding the College’s budgetary processes.~~
- Vice President for Finance and Administration – Chair
- **Provost and Executive Vice President**
- Vice President for **Strategic Partnerships and Advancement**
- 2 Academic Deans
- Chair and Vice-Chair of Academic Senate (or designees)
- Chair of Faculty Welfare Committee (or designee)
- Staff Council representative
- 2 Directors/**VPs**
- 1 Other ~~Cabinet~~ member **of the Senior Staff**
- Associate Vice President for Finance/Controller

1.7.6.2 Technology Planning and Policy Committee

Role: The Technology Planning and Policy Committee reviews proposals and recommends initiatives consistent with the College mission, and the technology vision and strategic plan; recommends fiscal priorities to the **President’s Senior Staff Cabinet**; and reviews, recommends, and ratifies institutional technology policies. The Technology Planning and Policy Committee responsibilities include the solicitation of input from the campus community, assessment of the effectiveness of technology operations and planning using measurable benchmarks, and communication to the campus community about technology issues, trends, plans, and decisions.

Membership: The Technology Planning and Policy Committee is co-chaired by the **Provost and Executive Vice President** and **Associate Vice President and Chief Information Technology Officer**. Additional members include representatives from the following areas of campus:

- Administrative Information Services
- Advancement
- Enrollment and Communications
- Facilities Services
- Faculty (up to 6 and with representation from each School, appointed by the Provost in consultation with the Academic Senate Chair)
- Finance and Administration
- Institutional Research
- Library and Academic Resources
- ~~— Office of the General Counsel~~
- Registrar
- Student Life
- Students (undergraduate and graduate)

1.7.6.3 Campus Facilities Planning Committee

Membership:

- ~~Director~~ **Vice President** of Facilities Services, Chair
- Two Academic Deans appointed by the Provost **and Executive Vice President**
- Associated Students of Saint Mary’s College Representative
- Chair of Staff Council or Designee
- **Associate Vice President and Chief Information Technology Officer** or Designee
- Christian Brother Representative
- Dean of Students
- Faculty Welfare Committee Chair or Representative

- Graduate and Professional Student Advisory Council Representative
- **Provost and Executive Vice President** or Designee
- Vice President for **Strategic Partnerships and Advancement** or Designee
- Vice President for Finance and Administration
- Vice ~~President~~ **Provost** for Student Life or Designee

1.7.7.2 Faculty Handbook Review Committee

Membership:

- Faculty Handbook Coordinator (chair), annually appointed by the Academic Senate Chair, in consultation with the Committee on Committees, if necessary
- Chair, Academic Senate
- Associate Vice President for Human Resources
- ~~General Counsel~~
- President
- Provost **and Executive Vice President**

2.1.1 TENURE-TRACK FACULTY

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

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

2.1.4 ADMINISTRATORS WITH FACULTY RETREAT RIGHTS

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the **Provost and Executive Vice President**, the Vice Provosts ~~for Academic Affairs~~, **the Associate Provost for Faculty Affairs**, the Deans of the Schools and the Dean of the Core. ~~These~~ **Provost and Dean** positions are normally filled via national searches, **the Vice and Associate Provost positions are normally filled via internal searches**, all searches resulting in multi-year appointments, and exceptions to these ~~his~~ standards made in consultation with the Academic Senate. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, **the individual he/she** will also be appointed as a tenure-track faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, **the administrator 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.

2.3.1 SELECTION/APPOINTMENT OF TENURE-TRACK FACULTY

1. Ordinarily, a search originates in and is conducted by an academic department or program, **with a successful search leading to an appointment to that department or program.** The department chair or program director shall submit a Faculty Line Request to the Dean of the School,

10. The Dean shall review the recommendations. If the Dean does not agree with the first choice of the Search Committee, **the Dean** ~~he/she~~ shall meet with the Search Committee Chair and attempt to reach an agreement on the candidates. If no agreement is reached, the Dean shall send on to the Provost both the recommendations of the Search Committee and **their** ~~he/she~~ own.

11. If the Provost does not agree with the recommendations of the Search Committee, **the Provost** ~~he/she~~ shall discuss **their** ~~his/her~~ reasons with the Search Committee and an attempt shall be made to resolve the difference of opinion.

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 Admissions and Academic Regulations Committee and the Graduate and Professional Studies Educational Policies Committee, 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 Associate Vice President 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 ~~Assistant~~ Vice Provost for **Academic Student** Success.

2.5.1 FACULTY RANK AND TENURE ~~FOLDER FILE~~

Document Submission Requirements: All relevant documents from all parties should be directed to the Office of Academic Affairs so they may be placed in the candidate's electronic Rank and Tenure folder'

2.5.2 FACULTY RANK AND TENURE ROSTER

On or before June 15th the Provost shall distribute to the academic community a draft electronic roster of all Rank and Tenure Faculty, including a list of all those persons who are to be considered for initial review, interim review, promotion or tenure. A final version of these documents will be distributed by July 15th. It shall include ~~(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.

~~By July 15th of each year, the Provost 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~~

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

Teaching Effectiveness

5. Critical self-evaluation. Through their response to **Student Feedback Survey data** student evaluations, peer reviews, administrative reviews, and self-checks, faculty members should demonstrate their capacity to improve as teachers. Faculty members being considered for

promotion should have their teaching observed by their chair or program director at least once per term. Faculty moving toward tenure should be observed at least twice per term by ranked faculty members (at least once by their chair or program director).

2.6.1.1 Additional Criteria

Promotion: The following special criteria apply to various ranks:

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.~~
- d. The decision to award tenure to an Assistant Professor also results in the promotion to the ranks of Associate Professor (see criteria for Tenure, above). In cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.**

2. Full Professor

- ~~a. completion of a Pre-Professor Review (section 2.6.2.2.2(3));~~

NOTE: The entirety of section 2.6.2 (pages 87-96 of the 2021 FHB) was deleted and replaced by the following. Much of the language is unchanged, simply rearranged. However to indicate the massive rewrite, it is given here as bold.

2.6.2 PROCEDURES FOR TENURE AND PROMOTION

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 Provost and Executive Vice President. The responsibilities of the department chair/program director beyond those listed below may be found in 1.4.2.4.4 Rank and Tenure Review.

2.6.2.1 Eligibility

Faculty who are not eligible for or who opted against the revised Rank and Tenure schedule that went into effect on July 1, 2020 should consult the 2019-2020 Faculty Handbook for guidance on the Rank and Tenure process. All details on process below apply only to those in the new/revised schedule.

2.6.2.1.1 Interruption of the Probationary Tenure-Track Period

Tenure-track faculty members have the option of interrupting the probationary period – “stopping the tenure-track clock” – up to a total of two one-year periods for conditions covered by the Family Medical Leave Act or the California Family Rights Act or the Pregnancy Disability Leave, whether or not leave is actually taken.

Stopping the clock under this provision will not be considered a matter for special negotiation, but will be initiated via written notification by the faculty member to the Provost, with copies to the member’s Department Chair and Dean. The option of stopping the tenure clock will be independent of a request for Protected Leave (see 2.13.2.1 Family

and Medical Leave Act of 1993/California Family Rights Act) or any other leave. The tenure clock will normally be stopped any time during the academic calendar before the submission deadline for the Form A upon request in writing by the faculty member, and will be restarted automatically with the next year's deadline for the Form A. Tenure decisions will not be affected by the interruption of the probationary period (i.e., there will be no changed/higher expectations). The Provost will respond to the faculty member, with copies to the faculty member's department chair and dean, indicating how the tenure schedule has been adjusted.

Scholarly leave of absence for one year or less will count as part of the probationary period except in the case where a faculty member already has been granted the maximum years towards tenure (three). In this case whether or not the scholarly leave of absence will count as part of this probationary period is subject to prior approval by the Provost.

2.6.2.1.2 Promotion

When Assistant Professors are awarded tenure, they are automatically promoted to Associate Professor.

Associate Professors may choose to apply for promotion to Professor one year before they reach the top step of the Associate rank, or anytime thereafter; no such application is required. If promotion is denied, the timing of any subsequent application for promotion is at the option of the faculty member; the application must adhere to the procedure described in section 2.6.2.2.3 (Promotion and Tenure Reviews).

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 (See section 2.6.2.2.2 Interim and Initial Review Conducted by the Rank and Tenure Committee). 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 normally will have up to a maximum three years of prior experience recognized toward tenure. Faculty who are granted zero or one year credit toward tenure at the time of their hire may opt to undergo their tenure review one year early. This would trigger a terminal year if they are denied tenure. Applicants for early tenure are not able to withdraw their application after the submission deadline. In exceptional circumstances a candidate can be appointed with tenure, or with four, five, or six years toward tenure.

Scholarly leave of absence for one year or less will count as part of the probationary period except in the case where a faculty member already has been granted the maximum years towards tenure (three). In this case whether or not the scholarly leave of absence will count as part of this probationary period is subject to prior approval by the Provost. See Section 2.6.2.1.1(Interruption of the Probationary Tenure-Track Period) for further information about interrupting the probationary period.

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

2.6.2.2 Faculty, Department/Program and School Review Procedures

1. The review process provides the candidate, the department/program, the School, the Rank and Tenure Committee, and the Provost with the opportunity for adequate consideration over a reasonable period of time.
2. Initial, Interim, Tenure and Promotion to Professor reviews occur according to the length of the candidate's in-residence probationary period. Those granted three years credit towards tenure will be considered for tenure in their 3rd year at Saint Mary's College. Those granted two years credit toward tenure will be considered for tenure in their 4th year at the college. Those granted one year credit toward tenure will be considered for tenure in their 5th year at the college, with the candidate having the option of being considered instead in their 4th year. Those granted zero years credit toward tenure will be considered for tenure in their 6th year at the college, with the candidate having the option of being considered instead in their 5th year. The decision to opt for the 5th year tenure review is binding once the Form A has been submitted. For those denied tenure, the following year is the terminal year.

This is summarized in the chart below. In all cases, it is the faculty member's responsibility to be knowledgeable about their schedule for review.

Steps on the Tenure Ladder	No years granted toward tenure	One year granted toward tenure	Two years granted toward tenure	Three years granted toward tenure
1	No Review (1 st year at SMC)			
2	Initial Review	No Review (1 st year at SMC)		
3		Initial Review	No Review (1 st year at SMC)	
4	Interim Review	Interim Review	Initial Review	Initial Review (1 st year at SMC)
5	Option for Tenure Review	Option for Tenure Review	Interim Review	Interim Review
6	Tenure Review (Terminal year, if necessary, for 5 th yr tenure review)	Tenure Review (Terminal year, if necessary, for 5 th yr tenure review)	Tenure Review	Tenure Review
7	Terminal Year (if necessary, for 6 th yr tenure review)	Terminal Year (if necessary, for 6 th yr tenure review)	Terminal Year (if necessary)	Terminal Year (if necessary)

3. *Probationary tenure-track candidates.* Initial and Interim reviews by the Rank and Tenure Committee shall occur for all probationary tenure-track professors.
4. *Pre-Professor Review.* A faculty member who is tenured but has yet to be considered for Professor may choose to have a pre-professor review as a way of evaluating their readiness for promotion. It is the responsibility of the faculty member to complete this review at least one year before seeking promotion to Professor. A faculty member seeking promotion to Professor at the same time as tenure must in the Form A process address the additional criteria for promotion to Professor that go beyond those required for tenure alone.
5. Those faculty members to be considered for Initial and Interim reviews shall submit their Form A to the chair of the Departmental Form B Review Committee and to

Academic Affairs on or before August 15th. Those persons to be considered for Tenure, pre-Professor review or for Promotion to Professor shall submit these materials on or before October 15. Candidates will also submit their Form A to the department chairs/program directors in those areas in which the candidate teaches more than one course per year. Form A asks the candidate to address the appropriate criteria listed in the *Faculty Handbook*, and to provide supporting evidence. The candidate shall confirm with all chairs and program directors of areas, departments, and programs in which the candidate has taught of those chairs' and directors' responsibilities in the candidate's review process (see section 1.4.2.4.4).

6. *Eligibility for Departmental Form B Review Committee.* All tenure-track and tenured faculty in the candidate's department or program are automatically full participants in the departmental/program review process, with the exceptions noted below. Faculty who have not yet completed one full year on the R&T roster shall participate in the review in all ways except that they are not eligible to vote. Faculty on sabbatical leave or scholarly leave shall participate and vote in all department/program R&T Reviews involving tenure and promotion, but with a limit on the amount of work expected of them: they are expected to review the candidate's application materials, participate in at least one in-person or online department meeting to deliberate on the candidate's case, and to vote on the recommendation. While on leave they are not to engage in any additional tasks that the chair of the Departmental Form Review Committee might assign members not on leave, such as conducting classroom observations. Nor may they participate in any way in Initial and Interim reviews, even if they wish to do so. In particular they may not participate in the deliberations or vote on those cases.

Tenured and tenure track faculty on any non-academic leave recognized by the Faculty Handbook (family leave, pregnancy leave, baby bonding leave, medical leave and personal leave of absence) shall not participate in the Form A review process, even if they wish to do so. In particular, they may not participate in the deliberations or vote.

If for any reason a faculty member should believe they must be recused from participation in such a review, they must discuss this situation with their Dean, who will make the final decision before the committee is constituted.

7. *Constitution of Departmental Form B Review Committee.* The minimum number of tenured members required to constitute a department/program-level Departmental Form B 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 Form B Review Committee, the Dean of the School will consult with at least the tenured members of the department/program and the candidate before appointing a tenured member(s) of the School to meet the threshold of three faculty. If possible and still necessary, the same person(s) should continue to serve as members of the candidate's subsequent Form B Review Committees.
8. *Selection of Chair of Departmental Form B Review Committee.* The chair/director of the candidate's home department/program is the chair of the Departmental Form B Review Committee by default. If this chair/director is not tenured, is the person undergoing review, needs to recuse themselves from the case, or is otherwise unable to serve as the chair of the Form B Review Committee, the Dean consults with at least the tenured members of the department/program and the candidate before appointing a tenured faculty member from the same department/program or, if needed, from another department or program in the School, to chair the Departmental Form B

Review Committee. This appointment should be made by August 1, and the faculty member assuming these duties will receive appropriate compensation or reassigned time.

9. *Duties of Chair of Departmental Form B Review Committee.* The Departmental Form B Review Committee Chair is responsible for facilitating and organizing the reviews process, coordinating the writing of the Form B, and submitting it by the required date, for candidates whose primary teaching responsibilities lie in that department or program. The Chair will share the candidate's Form A and current CV with the Departmental Form B Review Committee; they must have the candidate's permission before sharing any other materials in the candidates Rank and Tenure folder, including the confidential Student Feedback Surveys, previous Dean's and R&T Committee letters, and non-institutional letters of evaluation.
10. If the candidate has taught more than one course during each of the last three years in another department or program, the chair of the Departmental Form B Review Committee will solicit letters from the corresponding chair or program director (see sections 1.4.2.2.1 Dean of the School and 2.6.1.1 Additional Criteria), for consideration by the Form B Review Committee. These letters are due to the chair by September 1st, for Initial and Interim reviews, and October 1st for Tenure, Pre-Professor and Promotion reviews.
11. *Conduct of Departmental Form B Committee.* All members of the Departmental Form B Review Committee should be familiar with Faculty Handbook Section 2.6 (Promotion and Tenure) and should review all materials the candidate submitted to the chair of the Form B Review Committee in advance of deliberations. The Form B Review Committee meets at least once in person or via an internet meeting to discuss the evidence in the candidate's application. The deliberations of the Form B Review Committee are confidential. The content of Form B is confidential, except for Form B Review Committee, the candidate, the Dean of the School, the Rank and Tenure Committee, the Provost and the President. After deliberation, all voting members of the Form B Review Committee participate in a vote by secret ballot on the question of reappointment, tenure, and/or promotion. Abstentions in this vote are not permitted.
12. *The Form B letter.* The Form B asks the candidate's department or program to address the candidate's credentials in light of the appropriate Handbook criteria, and to provide a thoughtful and thorough assessment of the candidate's teaching, scholarly plans and achievements, and service to the College.

In particular, the Form B letter should summarize the evidence of teaching effectiveness, including student feedback; classroom observation reports, candidate's self-reflection, and any letters from other chairs or directors in whose department/program the candidate has taught more than one course during each of the last three years. The Form B must also situate the candidate's individual scholarship in relation to disciplinary standards; and review, verify and offer critical contextualization and analysis of the merits of the candidate's scholarly record. Additionally, for Tenure, Pre-Professor and Professor reviews the Form B must address the needs of the College and the department/program, and the candidate's ability to work productively with colleagues. The Form B shall reflect the views and recommendations of the whole committee, including any minority views, and communicate the outcome of the secret ballot, i.e. the vote on the department's or

program's recommendation regarding the candidate's retention, promotion or tenure, as appropriate to the review.

The department's Form B Framing Statement serves as the letter's preamble, explaining the disciplinary and/or departmental contexts in which 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.

13. The chair of the Departmental Form B Review Committee shall share and discuss the draft Form B with the candidate, allowing at least 48 hours for factual corrections prior to submitting the letter to the appropriate Dean and Academic Affairs. The Form B is to be submitted by September 15th for Initial and Interim reviews, and by December 1st for Tenure, Pre-Professor, and Promotion to Professor reviews. If necessary, the Departmental Form B Review Committee chair also shares Form B with the candidate's department chair or program director.
14. The candidate may submit to Academic Affairs a formal response to Form B by September 29th, for Initial and Interim reviews and by December 15th for Tenure, Pre-Professor, and Promotion to Professor reviews.
15. Individual members of the greater academic community—SMC administrators, faculty, or staff, or colleagues from external institutions—may also submit letters addressing the qualifications of the candidate to Academic Affairs to be placed in the candidate's electronic Rank and Tenure folder. Individual letters received from members of the wider institutional community (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 non-institutional sources (e.g. colleagues at other academic institutions) will not be accessible to candidates undergoing review. These letters are due on the same dates as the Form B.
16. *Duties of the Dean:* The Dean of a School is responsible for ensuring that review procedures are correctly applied at the departmental/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 shall review the current Form A, CV, and Departmental Form B, and previous letters from the Rank Tenure Committee (if any), and shall reference supporting materials as needed. If the Dean requires additional information or clarification of the recommendation made by the Departmental Form B Review Committee, the Dean shall communicate the request to the Review Committee Chair immediately, so that all subsequent deadlines may be met. The Dean's letter will be shared with the candidate no later than the time of its submission to Academic Affairs: on or before October 1 (Initial Review), October 20 (Interim), and January 15th (Tenure, Pre-Professor, Promotion to Professor).

The calendar dates listed below indicate deadlines for submission of important materials. These dates have been established to provide useful and formative advice for candidates

undergoing review, and an orderly, efficient, and timely deliberation process for the Departmental Form B Review Committee, Rank and Tenure Committee, Dean, Provost and President.

Faculty should treat these dates as firm, non-negotiable deadlines. If a candidate under 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.

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.

On or before:	
June 15	<ul style="list-style-type: none"> ● Academic Affairs distributes Draft Rank and Tenure Roster. ● Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and pertinent review dates. ● Candidates opting for early tenure notify Academic Affairs their intention of submitting their Form A in the fall.
July 15	<ul style="list-style-type: none"> ● Academic Affairs distributes Final Rank and Tenure Roster.
July 30	<ul style="list-style-type: none"> ● School Dean constitutes Departmental Form B Review Committee for all candidates undergoing an R&T review (Initial, Interim, Tenure, Pre-professor, Professor), in consultation with the Department Chair.
August 15	<ul style="list-style-type: none"> ● Rank and Tenure Committee chair reminds all faculty that letters of evaluation for candidates for Tenure and Promotion to Professor are due no later than December 15. ● Rank and Tenure Committee chair provides the consideration list to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process ● Candidates undergoing Initial and Interim Reviews submit Form A.
September 1	<ul style="list-style-type: none"> ● Chairs/Program Directors submit letters for candidate undergoing Initial and Interim Review who have taught at least 1 course in each of the past three years in their department/program to the Departmental Form B Review Committee Chair.
September 15	<ul style="list-style-type: none"> ● Departmental Form B Review Committee Chair submits Form B for candidates undergoing Initial and Interim Reviews. ● Candidates may submit a response to Form B by September 29.
October 1-20	<ul style="list-style-type: none"> ● Chairs/Program Directors submit letters for candidate undergoing Tenure and Promotion who have taught at least 1 course in each of the past three years in their department/program to the Departmental Form B Review Committee ● Deans submit letters of evaluation candidates undergoing Initial and Interim reviews: October 1 (Initial Review), October 20 (Interim).

	<ul style="list-style-type: none"> ● Faculty submit letters of support and peer teaching observation letters to the candidate's electronic Rank and Tenure file: October 1 (Initial) and October 20 (Interim) ● Rank and Tenure Committee chair circulates to the faculty a list of complete/incomplete initial and interim review folders files.
October 15	<ul style="list-style-type: none"> ● Candidates undergoing Tenure, Pre-Professor or Promotion review submit Form A ● The decision to apply for early tenure is binding once the Form A and other materials are submitted.
December 1	<ul style="list-style-type: none"> ● Departmental Form B Review Committee Chair submits Form B for candidates undergoing Tenure, Pre-Professor or Promotion to Professor. ● Candidates may submit a response to Form B by December 15 ● Faculty may submit letters of evaluation of candidates for Tenure, Pre-Professor or Promotion to Professor review.
December 15	<ul style="list-style-type: none"> ● Rank and Tenure Committee chair sends letters to all faculty who were undergoing Initial or Interim Review, with copies to the candidate's dean and Chair/Program Director, Dean and Provost.
January 15	<ul style="list-style-type: none"> ● Deans submit letters of evaluation of candidates for Tenure, or Pre-Professor and Professor review, on the deadlines provided by the Rank and Tenure Committee Chair. ● Provost sends letters to all faculty who were undergoing Initial and Interim review regarding renewal/non-renewal of contracts, with copies to the candidate's Chair/Program Director and Dean. ● Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for Tenure and Promotion to Professor. ● Rank and Tenure Committee chair circulates to the faculty a list of complete/incomplete Tenure, Pre-Professor or Promotion to Professor review folders files.
March 15	<ul style="list-style-type: none"> ● Rank and Tenure Committee chair sends letters to candidates for Tenure, with copies to the candidate's Chair/Program Director, Dean, Provost and President. ● Provost informs in writing the candidates for whom they are considering a negative recommendation of that fact.
April 1	<ul style="list-style-type: none"> ● Provost sends letters of recommendation of candidates for Tenure to the President.
May 1	<ul style="list-style-type: none"> ● President sends letters to candidates for Tenure, with copies to the candidate's Chair/Program Director, Dean, and Provost. ● Rank and Tenure Committee chair sends letters to candidates for Pre-Professor and Promotion review, with copies to the candidate's Chair/Program Director, Dean, and Provost.
May 15	<ul style="list-style-type: none"> ● Provost sends letters of recommendation of candidates for Promotion to Professor to the President, with copies to the candidate's Chair/Program Director and Dean.
June 1	<ul style="list-style-type: none"> ● President sends letters to candidates for Promotion to Professor, with copies to the candidate's Chair/Program Director, Dean, and Provost.

2.6.2.3 Rank and Tenure Committee Procedures

3. Voting

- a. The Rank and Tenure Committee may conduct business with a quorum of seven members, but it endeavors to conduct business only when all nine regular members are present. Any 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 discussion and vote for that case. Any member who believes that he/she would not be able to cast an impartial vote, shall recuse himself/herself from the discussion and vote for that case.
- b. In making recommendations concerning cases involving initial, interim, promotion, and/or tenure reviews, the Committee will vote by secret ballot. Tally of votes is recorded only in the minutes.
- c. A **majority of the minimum of five** votes, either positive or negative, are 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 at least seven members are present unless the Committee decides otherwise by unanimous consent.

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~~, Provost and Executive Vice President, Vice Provost for **Academic Success Undergraduate Academics**, Vice Provost for Graduate **Programs and Academic Innovation** and Professional Studies, **Associate Provost for Faculty Affairs, and** Dean of a School).

5. The **Academic Administrator** ~~Provost, Vice Provost for Undergraduate Academics and Vice Provost for Graduate and Professional Studies~~ 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. **In the case of a review of the Provost**, the recommendation should be made by the chair of the **Rank and Tenure Committee Academic Senate** to the President of the College.

2.8.4.1.1 Election Procedure for Ad Hoc Committee on Termination

Within 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 not 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 not more than twenty-four additional hours. **Only tenured and tenure-track faculty members, currently not serving in an administrative position, are eligible to vote.**

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

The decision to discontinue an academic program ... 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 **the faculty member 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 **the faculty member he/she** is qualified and which is not occupied by a tenure-track or tenured faculty member.

2.8.4.2.1 Process for Suspension of Program Enrollment

The Dean of a School may halt new enrollment of students in a program for at most two consecutive enrollment periods (a quarter, a trimester, a traditional undergraduate semester, etc., whichever applies to that program). Before this action may occur

- a. The Dean must receive approval of the Provost,
- ~~b. A review must be completed by the Graduate and Professional Educational Studies Policies Committee or the Undergraduate Educational Policies Committee,~~
- c. The Dean must notify the Chair of the Graduate and Professional Studies Educational Policies Committee or Undergraduate Educational Policies Committee and the full-time faculty of the program in writing of the plan for suspension of admissions and its effect on classes, and set a deadline for their resumption.
- d. **A review must be completed by the Graduate and Professional Educational Studies Policies Committee or the Undergraduate Educational Policies Committee,**

2.8.4.2.2 Process for Discontinuance of an Academic Department or Program

2. Proposals for discontinuing a department or program are to be submitted in writing to the Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee during the academic year but no later than March 1st. Once a proposal is received, the Committee will meet with (1) the Provost, or the Vice Provost for **Graduate Programs and Academic Innovation Academic Affairs**, (2) the appropriate Dean ~~for~~ of the department's or program's ~~school~~, (3) the department chair or program director, (4) the department/program faculty, and (5) a Program Review Committee representative. The committee chair will then bring forward to the Academic Senate a recommendation for or against discontinuance.

2.8.4.4 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, **the faculty member** ~~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 **Provost and Executive Vice President** to recommend whether there is cause for termination.

2.9.2 **EXTERNAL SPEAKER AND PUBLIC EVENT POLICY FOR FACULTY** ~~POLICY ON PUBLIC PRESENTATIONS~~

2.9.2.1 Preamble

Saint Mary's College of California is a Catholic institution of higher education in the Lasallian tradition where the liberal arts inform, enrich, and shape all areas of learning and where special importance is placed on fostering the intellectual skills, habits of mind, and activities which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover.

Our mission challenges us to pursue truth wherever it can be found, confident that between faith and reason there can be no fundamental conflict. **Saint Mary's College is committed to the freedom of inquiry and academic freedom as essential components of a university community. The College recognizes that the pursuit of truth requires its faculty to convey to students the state of knowledge in any given discipline, field, or topic in accordance with the highest professional standards. These academic and professional standards apply also to potentially controversial speakers and candidates for public office. Invitations made to outside speakers by faculty do not imply approval or endorsement by the institution of the views expressed by the speaker. Saint Mary's affirms that sponsorship of**

~~a speaker or a forum does not constitute endorsement of the views expressed. While we place a high value on freedom of inquiry and discussion, and on the opportunity for intellectual stimulation, which can be the product of controversial content, with this freedom also comes fiduciary responsibility. The policy which follows outlines reasonable precautions for the scheduling of controversial events, which are designed to foster authentic dialogue and to protect the reputation of the *alma mater* we all cherish.~~

2.9.2.2 Policy

2.9.2.2.2. Considerations for Public Presentations

- a. Public presentations take into account the facilitation of intellectual dialogue, the advancement of the state of knowledge within disciplines or topics presented, uphold the highest professional standards, and foster the common good of the community. Public presentations must serve the mission of the College, as provided in the Preamble.**
- b. All applicable procedures for contracting and scheduling, as provided in the ~~Faculty or Staff Handbook~~, must be followed.
- c. Public presentations must be ticketed, if seats are limited.
- d. Significant access for SMC students must be assured.
- e. If the presentation involves audience participation (e.g., a question period), SMC students must enjoy priority.
- f. Sponsors' announcements or advertisements will declare that public presenters' views are not necessarily those of Saint Mary's College or the sponsoring collegiate entity.

~~The Office of College Communications must approve announcements and advertisements.~~

- g. Sponsors will take reasonable steps to ensure that debate or discussion attending public presentations is conducted in a fashion worthy of a community of learning.

~~It belongs to the exercise of that deliberate responsibility for the common good which is supposed in the Preamble that sponsors of foreseeably controversial presentations take counsel with the appropriate Dean or other supervisor, who may in turn seek the counsel of the Provost or President.~~

2.9.2.2.3. *Conditions under which the President may preclude, rescind or modify invitations to public presenters:*

In extraordinary circumstances where the presentation is likely to present an immediate and unmanageable risk to the physical safety of members of the College community or their guests, the President will confer with the Executive Officers of the Academic Senate to address the risk and discuss alternatives.

~~In extraordinary circumstances, the President may deny a requested invitation, reschedule or relocate the presentation, or rescind the invitation if in the President's judgment one of the following conditions apply:~~

- ~~a. The presentation is egregiously contrary to the College's mission;~~
 - ~~b. The presentation presents an immediate and unmanageable risk to the physical safety of members of the College community or their guests; or~~
 - ~~c. The presenter(s) or his/her (their) agent's refusal to agree to the College's expressed policies or contracting terms presents an unacceptable risk to the College.~~
- ~~The President will explain to the Academic Senate a decision to deny or withdraw an invitation.~~

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

Title IX Information

Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education Office for Civil Rights provides guidelines to ensure that schools take effective steps to respond to sexual harassment and sexual violence in accordance with the requirements of Title IX.

Saint Mary's College Title IX Coordinator:

Anthony Garrison-Engbrecht, Vice President of Student Life
anthony@stmarys-ca.edu

(925) 631 4524

~~Laurie Panian, Chief Human Resources Officer~~

~~lmp10@stmarys-ca.edu~~

~~(925) 631 4530~~

Title IX Officer Deputy Coordinator:

Erika Roesch, Senior Manager of Human Resources

ehr2@stmarys-ca.edu

925-631-8295

~~Evette Castillo Clark, Dean of Students~~

~~eee4@stmarys-ca.edu~~

~~925 631 4238~~

2.9.3.1.1 Retaliation and/or Violation of Interim Protections

...Retaliation is a violation of College policy and may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to **Erika Roesch, Senior Manager of Human Resources** ~~the Castillo Clark, Dean of Students~~ (Title IX Deputy Coordinator) when the individual alleged to have engaged in retaliation is a student or student visitor, or to **Anthony Garrison-Engbrecht, Vice President for Student Life**, ~~Jane Camarillo, Vice Provost for Student Life~~ (Title IX Coordinator) when the individual alleged to have engaged in retaliation is an employee (faculty and staff) or visitor to the College (e.g., contractors, vendors, or non-student guests).

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)

Complaints of discrimination, harassment, including sexual harassment or sexual assault, and/or retaliation involving students or student visitors should be reported promptly to:

Saint Mary's College Title IX Coordinator:

Anthony Garrison-Engbrecht, Vice President of Student Life

anthony@stmarys-ca.edu

(925) 631 4524

~~Title IX Officer Deputy Coordinator:~~

~~Evette Castillo Clark, Dean of Students~~

~~eee4@stmarys-ca.edu~~

~~925 631 4238~~

In the case of an emergency, contact:

Public Safety Department: 925-631-4282

(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

Complaints of discrimination, harassment, including sexual harassment or sexual assault, and/or retaliation that involve employees (faculty and staff) or visitors to the College (e.g., contractors, vendors, volunteers or non-student guests) should be reported promptly to:

Title IX Officer Deputy Coordinator:

Erika Roesch, Senior Manager of Human Resources

ehr2@stmarys-ca.edu

925-631-8295

~~Saint Mary's College Title IX Coordinator:~~

~~Laurie Panian, Chief Human Resources Officer~~

~~lmp10@stmarys-ca.edu~~

~~(925) 631-4530~~

In the case of an emergency, contact:

Public Safety Department: 925-631-4282

(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

The **Vice President of Student Life** ~~Associate Vice President of Human Resources~~ is responsible for overseeing Saint Mary's compliance with this Policy and will determine the appropriate next step for investigation and resolution. All members of the Saint Mary's community must cooperate fully with the Title IX Coordinator and Title IX Deputy in the fulfillment of her/his responsibilities.

Reports shall be brought as soon as possible after the alleged conduct occurs, optimally within one year. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. The College shall respond to reports of sexual harassment brought after one year to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred. Once reported, **Vice President of Student Life** ~~Associate Vice President of Human Resources~~ and/or **their his/her** designees will provide prompt and equitable resolution.

Confidentiality: When sexual harassment or assault has been reported, the College will make every effort to preserve the complainant's privacy and protect the confidentiality of ~~this his or her~~ information.

Campus Resources

- SMC Sexual Assault Crisis Response Team: 925-878-9207
- Campus Assault Resources & Empowerment (CARE): 925-631-4193
- Advocacy, support, information, and resource referral (Mitty Hall, Ground Floor)
- **Senior Manager of Human Resources** ~~Dean of Students~~ (Title IX Deputy): 925-631-**8295**
~~4238~~
- Information about the discipline process & list of advisors (Ferroggiaro Hall 200)
- Public Safety Department: Emergency: 9-1-1 OR 925-631-4282
- General Information/Administration: 925-631-4052
- Counseling Center: 925-631-4364
- Confidential Counseling services, support and information (Augustine Hall, Ground Floor)
- Health and Wellness Center: 925-631-4254
- Medical and information resource (Augustine Hall, Ground Floor)
- Title IX Coordinator: 925-631-~~4524~~ **4235**
- Coordinator of Community Life: 925-631-4238

2.9.3.3 Family Educational Rights and Privacy Act of 1974

- A. There are certain records which students are not entitled to review, including, (i) financial records of parents; (ii) confidential letters and recommendations relating to admissions, employment and honors, for which a waiver of the right of access has been signed by the student, provided that upon request the student is given the names of those persons writing letters; (iii) a physician's or psychologist's records (a student may, however, provide the College with written authorization to have **the student's his or her** own physician or other appropriate professional review the records)
- B. *The right to request amendment of education records:* ...If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of **their his or her** right to a hearing regarding the request for amendment.
- C. *The right to consent to disclosures of personally identifiable information:* ...A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill **their his or her** professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a discipline or grievance committee, or assisting another school official in performing **their his or her** tasks.

USA Patriot Act and FERPA: This Act permits designated federal officials to apply for a court order to obtain copies of student records relevant to an investigation of terrorism or other crimes, without notifying the student. All requests for such information should be referred to the **College's counsel**. Office of General Counsel.

2.9.3.5 Whistleblower Policy: Fraudulent or Dishonest Conduct

Saint Mary's College of California, An employee should report **their his or her** concerns to a supervisor, department chair or program director. If for any reason an employee finds it difficult to report **their his or her** concern to a supervisor or department or program chair, the employee can report it directly to the area Vice President, Vice Provost or Dean of the faculty member's school.... Those receiving reports of suspected fraudulent or dishonest conduct involving employees are required to report such conduct to the Associate Vice President of Human Resources; in the case of students, those receiving such reports (e.g., the Associate Dean of Students) are required to report such conduct to the Vice **President Provost** for Student Life.

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 section 2.6.1 Statement on Criteria for Promotion and Tenure, subsection Scholarly Interests and Pursuits).

Sabbatical leaves provide a 3/6ths reassignment from teaching, which may be taken during either a half-year or a full-year. The calendar parameters for sabbaticals shall be the regular academic year as determined by the undergraduate calendar. Faculty teaching on the undergraduate calendar shall receive the reassignment during a long semester, including January Term if desired. 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 those who teach solely on the traditional undergraduate calendar.

Half-year sabbatical leaves carry full salary and benefits. Full-year sabbatical leaves carry full medical, dental, and vision benefits, 3/6ths salary and pro-rata contributions to retirement, life insurance, Worker's Compensation, and long-term disability. Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

It is expected that a sabbatical be taken during the year for which it was requested.

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 tenured faculty 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. Tenured faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to six (6) years of this service towards the service eligibility criteria for their first sabbatical. **Faculty who are on the permanent Reduced Services Plan or Phased Retirement are not eligible for sabbatical leave.**

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 6/6 (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 time spent on any leave recognized by this Handbook** ~~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.

Academic Affairs is responsible for tracking sabbatical eligibility, as well as any current deferrals and their reason(s). Information on upcoming sabbatical eligibility should be consulted as part of Senate elections and appointments to multi-year positions like department chair.

2.10.1.3 Review

Sabbatical awards are made to faculty upon the formal recommendation of the **Director of Faculty Development** ~~Chairs of the Undergraduate Educational Policies Committee and the~~

~~Graduate and Professional Studies Educational Policies Committee, representing the views of the members of the **Committee on Teaching, Learning and Scholarship** those committees, and with the final approval of the **Provost and Executive Vice President** and the President. Full-time, tenured faculty submit their applications to the Office of Academic Affairs.~~

All proposals for sabbatical leave must be submitted to the Office of Academic Affairs, 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. **On or before May 15th, Academic Affairs will publish a list of all faculty members who are eligible to apply for a sabbatical leave the coming fall, as well as those who are potentially eligible to apply the following year.**
2. **By June 1st, eligible faculty who are intending to apply for sabbatical must have informed their Chair/Program Director and Academic Affairs of their intent.**
~~On or before August 15th, applicants will submit Form A or Form B (Sabbatical Eligibility) with the appropriate signatures to the Office of Academic Affairs to begin the official process of determining eligibility for sabbatical leave. Forms A, B and C (mentioned below) are available from the Office of Academic Affairs.~~
3. ~~Upon verification of eligibility, but no later than September 1st, applicants will submit their proposal to the Office of Academic Affairs. Sabbatical proposals from faculty whose eligibility for sabbatical leave has been verified will be forwarded to the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee through the Office of the Academic Senate. In addition, candidates for sabbatical leave should submit a copy of the proposal 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 **declaration of intention** proposal, will **prepare and** 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. (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 **Provost and Executive Vice President**.)~~
4. The Dean of the School will review the explanation of staffing arrangements, amend them in consultation with the chair/program director if necessary, and confirm the plan by forwarding

it to the Office of Academic Affairs, **no later than July 1st**. ~~In the event of multiple requests from any one department/program, it is the responsibility of the Department Chair or Program Director to explain how staffing arrangements will meet the needs of the curriculum when more than one faculty member is on sabbatical at the same time. Once the arrangements have received the Dean's approval, the Dean will forward each explanation of staffing arrangements to the Office of Academic Affairs on or before September 15 of the year preceding the academic year of the proposed leave. This Information on staffing will not be distributed to the Committee on Teaching, Learning and Scholarship Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee members nor considered by them in the deliberations concerning the merit of proposals.~~

5. **In the event of multiple requests from any one department/program, it is the responsibility of the Department Chair or Program Director to explain how staffing arrangements will meet the needs of the curriculum. Resolution of staffing questions within a department / program / school should normally be in the opposite order of seniority, with first time applications having the highest priority, then those who have had fewer sabbaticals. The particularities of the department(s)/program(s) and the individuals involved may lead to other orderings in terms of deferrals. In any case, the conversations around sabbatical ordering should be transparent and include all involved. In the case that staffing for a sabbatical presents an unaddressable obstacle, a sabbatical application may be deferred by the joint decision of the Chair/Program Director and Dean, after conversation with the faculty member. The faculty member may appeal to the Provost, who has the final decision. Such a deferral shall not impact the faculty member's sabbatical eligibility timeline.**
6. **Sabbatical proposals are to be submitted to Academic Affairs by September 1st, and will address the content of Section 2.10.1.3 Review, as well as any criteria published by the Committee on Teaching, Learning and Scholarship. Academic Affairs will forward proposals from eligible faculty members to the Director of Faculty Development.**
7. ~~After the deadline for applications has passed, the members of the Committee on Teaching, Learning and Scholarship Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee meet jointly to review and evaluate all proposals submitted to them after the verification process and determine which are meritorious. rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. Those evaluating sabbatical proposals must limit their consideration to the proposal and associated material, endeavoring to judge fairly based solely upon the stated criteria and rubric. Discussions will be confidential. The sets of rankings by the individual committee 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 Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee will resolve the contended rankings. The Director of Faculty Development will forward to the Provost a list of the proposals indicating which have been determined to be meritorious. When the Committees are in agreement on the rankings of all proposals, or the disagreement has been resolved by the Chairs, the proposals will be sent forward to the Provost by the Chairs.~~

~~If the total number of qualified proposals is fewer than the number currently approved for that year by the Board of Trustees, the Committees will forward these qualified proposals to the Provost without rankings. If the total number of qualified proposals is greater than the~~

~~number currently approved, the Committees 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 Provost as "not recommended".~~

8. The Provost will review those sabbatical proposals deemed **meritorious** ~~qualified by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee.~~ 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 Provost identifies problems pertaining to the overall quality of the proposals ~~advanced by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee,~~ the **Provost will consult with the Director of Faculty Development to explain their concerns.** ~~them.~~ Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.
9. Upon completing the review of the proposals, the Provost 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 Provost, Academic Dean, department chair or program director and the **Director of Faculty Development.** ~~Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee.~~
10. (new sub-number) A faculty member whose sabbatical request is granted by the President must fill out Form C (**acceptance of sabbatical, finalization of term(s) of sabbatical**) and submit it to the Office of Academic Affairs no later than March 1 of the academic year in which the sabbatical was granted in order to complete the acceptance ~~and funding~~ process.
11. **It is expected that a sabbatical be taken during the year for which it was requested. A faculty member may defer a sabbatical for at most one year, with that year counting toward their eligibility for future sabbaticals. In exceptional cases, with the permission of the Provost and school Dean, a deferral may be continued into the 2nd year without stopping the eligibility clock. Otherwise the sabbatical approval will be considered to have elapsed.**
12. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the Provost 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 Office of Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.
13. 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, will be provided in writing by ~~joint~~ letter **from the Director of Faculty Development.** ~~of the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee.~~
14. ~~If a sabbatical leave is recommended by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee 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 the year(s) 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.~~

~~15. Despite any accrued "credit for service" that results from a deferral (see #9 above), a faculty member must have completed one sabbatical leave before applying for the next sabbatical leave. Except for years of service covered under the deferral process described above, a faculty member who accumulates over time more than the six years of service required for sabbatical leave may not carry forward excess accumulated years of service credit toward a subsequent sabbatical.~~

2.10.2 FACULTY DEVELOPMENT FUND AWARDS

The Faculty Development Fund, **as overseen by the Director of Faculty Development, with the support of the Associate Provost for Faculty Affairs and the Committee on Teaching, Learning and Scholarship**, 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 tenure-track faculty are eligible for funding (excluding professors emeriti). Faculty on reduced services or sabbatical are eligible. Reasonable support is available for Adjunct Faculty in financing their faculty development activities so as to optimize their ability to compete in a national search.

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 of Faculty Development (section 1.4.2.3.1) provides leadership, acting as facilitator and "coach," in assisting individual faculty members to take full advantage of professional growth opportunities. Other functions of this office include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. This office also assists in promoting competitive national student scholarships (e.g., Fulbright grants and Rhodes scholarships).

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~~ **Provost** for Student Life. Problems with visitors are reported to the Executive Director for Public Safety and Transportation.

2.12.7 LACTATION ACCOMMODATION

The College will make reasonable effort to provide an opportunity and a private place (other than a restroom) that is close to the faculty member's office and/or classroom to pump breast milk. The opportunity to invoke this accommodation must, if possible, run concurrently with any non-class time opportunity already available to the faculty member while on the Moraga campus or at an off-site classroom and/or office location used by the faculty member in connection with the performance of ~~their~~ ~~her~~ professional obligations to the College. When no private place is available close to the faculty member's office or classroom, **the faculty member** ~~she~~ may pump milk in her office or classroom, so long as ~~they~~ ~~she~~ can do so with privacy.

2.13.1.1 Sick Leave

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 (STD), and/or Paid Family Leave (PFL). **Faculty will not be paid for accumulated unused sick leave under any circumstances, including at termination, resignation or retirement.**

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).~~

2.13.2.2 Personal Leave of Absence

For those leaves of absence that are not legally mandated, Benefits such as medical, dental, vision, life and long-term disability are not due during a personal leave of absence; however, the faculty member may continue any or all of these benefits during any such leave that is not covered by the Family and Medical Leave Act of 1993, on the condition that **the faculty member** ~~he/she~~ pays the entire premium.

2.14 **BENEFITS**

The Associate Vice President of Human Resources is responsible for all benefits, policies and programs and for communicating these through available booklets, orientation, enrollment, and forms. **Human Resources** ~~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.

2.14.2 LONG-TERM DISABILITY INCOME BENEFITS

All **full-time** ~~tenured and tenure-track~~ faculty are covered by long-term disability insurance

2.14.3 HEALTHCARE

The College provides comprehensive benefits for full-time ~~tenure-track~~ faculty (those teaching 6 or more courses per academic year) which allows the individual to choose the appropriate programs and levels of coverage under the available health, dental and vision plans. Faculty may choose between the following programs:

Health Insurance:

Blue Shield of California Health Net, Incorporated
Kaiser Permanente

2.14.4 GROUP TERM LIFE INSURANCE

All **full-time** ~~tenure-track~~ faculty teaching (**those** 6 or more courses per academic year) are covered by group term life insurance.

2.14.5 ACCIDENTAL DEATH AND DISMEMBERMENT/TRAVEL ASSISTANCE

All **full-time** ~~tenure-track~~ faculty teaching (**those** 6 or more courses **per academic year**) are eligible to participate until age 70.

2.14.7 RETIREMENT

2. TIAA Retirement Plan. All ~~tenure-track~~ faculty meeting and completing plan eligibility requirements are eligible to participate in the retirement plans

3. Emeriti Retirement Health Solutions (Emeriti)

The Emeriti Retiree Health Plan for Saint Mary's College of California is designed to help eligible employees pay for medical expenses after employment with College ends, ~~beginning at age 55~~, in a tax-advantaged manner. It is also designed to provide eligible retirees with access to affordable nation-wide health insurance coverage beginning at age 65 throughout retirement. This program is being offered by the College through Emeriti Retiree Health Solutions (Emeriti), a collaborative arrangement ~~of more than 40~~ institutions of higher education.

3b. Benefits Available in Retirement: Upon retirement **vested balances in** (~~defined as age 55 or older and 5 years or more of continuous service~~), the Health Accounts can be used to reimburse eligible medical expenses, including the cost of medical, dental, vision and long term care insurance premiums. Emeriti also provides access to a nation-wide health insurance plan with choice of coverage level and at group rates to Medicare-eligible employees at age 65, as well as to eligible dependents through Aetna. A participating employee who ceases employment prior to achieving five (5) years continuous service may still use, if **the employee he/she** has made contributions to, an Employee After-Tax Contribution Account to receive uninsured reimbursement benefits upon **separation** ~~attaining age 55~~.

4. Five Year Retirement Medical Benefit:

Benefit: For eligible employees and their spouses, the College will continue to pay the current applicable active employee premium (which changes each year) for up to five (5) years. Once a retiree attains age 65, **the retiree he/she** will be required to enroll in a Medicare Supplement Program, and any premium charges above the allotted active employee rates shall be paid by the retiree, billed on a monthly basis and will be terminated for non payment.

2.14.8.2 Tuition Exchange Program

The Tuition Exchange Program provides a national scholarship exchange program for dependents of eligible employees with over **600** ~~500~~ participating institutions throughout the United States and the United Kingdom. ~~Approximately 3,000 students receive scholarships annually.~~

Colleges and universities participating in this program have agreed to reduce tuition for eligible dependents from other member institutions. ~~The primary obligation of a member institution is to maintain a balance between “exports” (students applying for admission to a partner institution) and “imports” (students applying to Saint Mary’s).~~

All students must seek admission to the partner institution and meet any applicable admission requirements.

~~Since the number of export scholarships is limited each year, Saint Mary's College has prioritized the award of export scholarships based on years of employment at the College. There is a minimum years of employment eligibility threshold for faculty and staff that matches the typical time necessary for tenure track faculty members to achieve tenure. There is also a prioritization of awards based on the faculty or staff member with the longest continuous employment at the College that is followed by an alternating prioritization of awards between faculty and staff members. The alternating prioritization of awards helps to assure that staff, who typically have fewer years of continuous service to the College than faculty, will have a reasonable chance of receiving an export scholarship.~~

Tuition Exchange Program Eligible Employees

All full-time faculty, currently teaching six (6) or more courses per academic year and staff, working 30 or more hours per week, 12 months per year, and who have completed two ~~seven (7)~~ years of employment.

Tuition Exchange Program Scholarship

~~Two (2) exports are allowed per academic year for a total of eight (8) exports. This total amount of export scholarships may be decreased if there are not enough offsetting import scholarships. A tuition waiver for up to four (4) years of full-time undergraduate degree study, provided the student maintains continuing eligibility. Room, board and fees are normally not included in the scholarships offered by the host institution. Those institutions with very high tuition rates are allowed to award less than full tuition. Most institutions will reduce their scholarship by the amount of other grants available to the student.~~

Excluded from scholarship are part-time study, graduate study, study in a non-degree program and study for a second undergraduate degree.

Tuition Exchange Program Application

Application for the Tuition Exchange Program does not guarantee acceptance to a member institution or insure a scholarship. ~~By October 1st of each academic year the College will be able to determine the number of Tuition Exchange Scholarships available based on the current number of imports and exports and the continuing eligibility of dependents enrolled the previous year.~~ Applicants must complete the "Application for Tuition Exchange Scholarship" form and return it to Human Resources not later than October 31st.

~~Human Resources will verify and determine eligibility and inform the employee/parent of the dependents' priority by November 15th, based on the following procedure:~~

~~Process — If the number of applicants is equal to or less than the number of scholarships (2 per academic year) all applicants will be given the opportunity to apply to a partner institution. If the number of applicants exceeds the allowed number of exports, applicants will be selected as follows:~~

- ~~— First priority will be given to the student applicant whose employee/parent has the longest continuous full-time employment at Saint Mary's College.~~
- ~~— If more than one employee/parent have the same continuous years of full-time service, ranking will be based on the date of submission of the application to Human Resources or, in the event of a tie, a drawing.~~
- ~~— If the employee/parent with the first priority is a faculty member, the second priority will be given to the staff applicant with the longest continuous years of full-time service. Likewise, if the employee/parent with the first priority is a staff member, the second priority will be given to the faculty member with the longest continuous years of full-time service. The next orders of priority will rotate sequentially between faculty and staff members by length of continuous years of full-time service.~~

~~Applicants who are not selected will be placed on a list as alternates in priority order based on the sequencing described above. Alternates who are not selected but choose to enroll in a partner institution on their own may reapply for Tuition Exchange the next academic year. In the event that a recipient fails to earn admission to a partner institution, chooses to enroll in a non-tuition exchange institution or otherwise forfeits the right to receive the scholarship (i.e. resignation of parent, ineligible dependent status, etc.), alternates will be selected in the priority order listed above.~~

Awardees must inform Human Resources no later than April 15th that they have been accepted and have enrolled in a host institution. Scholarship winners who fail to meet this requirement will forfeit their awards to an alternate on the waiting list.

Tuition Exchange Program Continuing Eligibility

Students will receive up to eight (8) semesters of tuition. Continued participation depends upon yearly re-certification **and continued full-time employment**

Human Resources will verify and notify the employee/parent of the dependent's continuing eligibility. Human Resources and the host institution must be notified immediately if the awardee takes a leave of absence or otherwise interrupts enrollment.

2.14.8.3 Reimbursement Accounts

Full-time Tenure-Track faculty (those who teach ~~six~~ **five** or more courses per academic year (~~paid over 24 pay periods per year~~)) are eligible to take advantage of the health and/or dependent care reimbursement accounts

2.14.11.2 Dining Facilities and Lounges

During the academic year, the Faculty/Staff **lounge dining room** is available for faculty to **use**. ~~purchase lunch. Faculty are welcome to eat this purchased food, or lunch brought from home.~~ Tea and coffee service are available.

2.14.13 VOLUNTARY PROGRAMS

Pre-paid Legal Services provides confidential access to legal services through a selected and monitored legal service network. Services include unlimited telephone consultations, letter and phone calls on your behalf, review of documents, representation for moving traffic violations, IRS audits, trial defense services and access to an attorney 24 hours a day 7 days a week in the event either you or a family member is arrested or detained.

~~United States Savings Bonds may be purchased by payroll deduction. The interest earned on these bonds is exempt from state and federal income tax and is deferred until they are cashed. The interest accrues monthly and compounds semiannually and can be cashed in after six months.~~

~~Liberty Mutual offers employees of Saint Mary's College discounted homeowners and automobile insurance at competitive rates.~~

Voluntary Accident Insurance is offered by Mutual of Omaha UNUM/Provident Insurance Company offers participation in voluntary Critical Illness and Interest Sensitive Life Insurance programs. Enrollment in these programs is offered ~~annually~~, during the open enrollment period with no medical verification or certification required **if enrollment occurs within the first 30 days of hire.**

Voluntary Life Insurance is provided by **Mutual of Omaha Sunlife of Canada** for those wishing to exceed the College's benefit. Employees may apply for additional life insurance amounts for themselves, spouse and children at competitive prices and with the ability to convert these amounts to individual coverage at ~~separation~~ **a later date.**

2.15.2

SALARY SCALE FOR TENURED AND TENURE TRACK FACULTY

Full-time Tenured and Tenure-Track Faculty Salary Scale

When a member of the faculty has completed all requirements for the ~~terminal degree doctorate~~ and has been officially notified by the conferring university, **the faculty member 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.

SAINT MARY'S COLLEGE
 TENURED AND TENURE TRACK FACULTY SALARY SCALE
 2021-22-2022-23

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	69,113	73,101	1	82,272	86,755	1	103,104
2	70,521	74,593	2	83,950	88,525	2	105,208
3	71,968	76,115	3	85,664	90,332	3	107,355

4	73,406	77,637	4	87,378	92,139	4	109,546
5	74,878	79,190	5	89,123	93,981	5	111,782
6	76,375	80,774	6	90,907	95,861	6	114,063
			7	92,725	97,778	7	116,391
						8	118,719
						9	121,093
						10	123,515
						11	125,985
						12	128,505
						12b	131,075

2.16.2 PROCEDURES THAT APPLY TO ALL GRIEVANCES

1.d Grievances involving equal employment opportunity and/or the College’s non-discrimination policies are initiated with the **Vice President of Student Life** ~~Associate Vice President of Human Resources~~, who also serves as the College’s Title IX Coordinator. Complaints involving allegations of sexual harassment are reported to and investigated by the Associate Vice President of Human Resources (see section 2.9.3.1 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).

4. When filing a written grievance, the faculty member initiating the grievance must cite the *Faculty Handbook* section number under which **the faculty member** ~~he/she~~ is grieving.

5. Whenever a faculty member is participating in the grievance process **the faculty member** ~~he/she~~ may be accompanied or represented by one ~~of his/her~~ colleagues who serves without prejudice or fear of reprisal.

2.16.4.1 Grievances To Which the President Is Not a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the Rank and Tenure Review Process, Violations of Academic Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violations of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

1. If the faculty member desires to file a grievance under section 2.16.4.1, **the faculty member** ~~he/she~~ shall within twenty (20) school days of the alleged error...

Step II Written Complaint of Grievance

1. The Provost, or in cases where the Provost 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 **the Provost (resp President)** ~~he/she~~ may seek or require, and make **their** ~~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.

2.16.4.2 Grievances To Which the President Is a Party That Allege Errors in Policy Not Involving the Rank and Tenure Review Process, Errors in Carrying Out Policies or Procedures Not Involving the

Rank and Tenure Review Process, Violations of Academic Freedom Not Involving the Rank and Tenure Review Process, or Inadequate Consideration and/or Violation of Academic Freedom in Reappointment Recommendations and/or Decisions Not Involving the Rank and Tenure Review Process.

1. If the faculty member desires to file a grievance under section 2.16.4.2, **the faculty member 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.

3.1.1.1 Academic Honesty

... In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not **that student's his or her** own.

3.1.5 ORDER IN THE CLASSROOM

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

3.1.6 CLASS ATTENDANCE ~~(STUDENTS)~~ **POLICY FOR STUDENTS**

~~Regular class~~ **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. **Faculty should indicate dates associated with significant or essential components of their courses – such as exams, papers, projects, and field trips – on their course syllabus. Absences do not excuse students from their academic responsibilities. Students are expected to meet all course expectations on time, including any work assigned during an absence.** Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. **Academic** 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.~~

The program, department, or faculty have the right to determine the maximum number of absences that a student may have and pass the course. This maximum should correspond to the number of absences that the program, department, or faculty deems will make it impossible for the student to be able to achieve, or demonstrate achievement of, the course's learning outcomes. This maximum number of absences is to be stated in the syllabus.

A student who misses the first session of a course, **even if pre-registered, may be administratively withdrawn from the course to allow waitlisted students to enroll.** ~~even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.~~ **Excessive absence can be a cause for dismissal from the College.**

3.1.6.1 Attendance Policy: Student Athletes

~~Student athletes will not miss class for practice. Student athletes, in the season in which their sport has schedules intercollegiate competitions, will not be penalized for missing class because of representing the College in those competitions – so long as the student's absence from the class for the purpose of intercollegiate athletic competition does not exceed: _____ 4 classes on the MWF schedule (fall and spring terms)~~

~~3 classes on the T/Th schedule (fall and spring terms)
2 classes during a traditional January Term course
1 class per term (fall and spring) for labs and courses that meet once per week~~

During the competition season, student-athletes are authorized to be absent from class meetings for official athletic competitions. Students participating in intercollegiate competitions are considered representatives of the College. Student-athletes and the Athletics Department are responsible for providing official and timely documentation of competition dates to course instructors.

These authorized absences do not excuse student-athletes from their academic responsibilities, and student-athletes are expected to meet all course expectations. Student-athletes and faculty are encouraged to work collaboratively to determine accommodations for authorized absences that conflict with essential course activities. Faculty are not required to schedule additional contact hours in order to accommodate authorized absences. The faculty member is the sole judge of the appropriateness of an accommodation, as well as the academic penalty for any missed work or participation that cannot be reasonably accommodated. If, in the opinion of the faculty, the absences will interfere with the student's ability to perform successfully in the course, the student-athlete might be advised to drop the course.

Student-athletes may not miss class to attend team practices or workouts; this is explicitly stated in and supported by NCAA policies. Faculty have no responsibility to allow the makeup of missed work or participation due to practice, workouts, or any reason that is not an official athletic competition.

Following the general attendance policy for all students, the program, department, or faculty have the right to determine the maximum number of absences that a student may have and pass the course. Since the maximum is based on achieving the course learning goals, the maximum number of absences – the total of authorized and unauthorized absences – is the same for student-athletes and non-student-athletes.

3.2.1 ACADEMIC CALENDAR

The college constructs and keeps a rolling five-year academic calendar. This includes the start and end dates for each of the various semesters, terms, and quarters taught at the college, the academic and non-academic holidays, and other important events (e.g. Commencements). All calendars, including those for the undergraduate program, graduate programs, and professional programs, will respect the non-Academic holidays of the college (as determined by the Director of Benefits in Human Resources), the Credit-Hour Policy (see 3.1.7 Credit-Hour Policy), and will follow, as possible, the guidelines adopted by the Academic Senate.

The Provost and Executive Vice President is responsible for the creation and maintenance of the academic calendar. Each year Provost presents an updated five-year academic calendar to the Academic Senate who review and approve the fifth year. The Registrar is responsible for publishing the detailed undergraduate calendar, which will include important dates such as Add/Drop deadlines, grading deadlines, advising and registration periods.

~~For the traditional undergraduate programs, classes for the fall term customarily begin 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. Classes for the January term begin on the first Monday after January 1 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); classes begin on Monday. The term runs for fifteen weeks, including a final examination week. The only holidays are the week preceding Easter through Easter Monday, and this is considered part of the term. 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 Vice Provost for Undergraduate Academics constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Undergraduate Educational Policies Committee, the Provost's Academic Council of Deans, 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).~~

3.4.1.4.5 Lists and Aliases

Saint Mary's maintains e-mail lists and aliases to enhance communication among the Saint Mary's community. Certain lists are used for critical communication and are accessible only by members of the President's ~~Senior Staff Cabinet~~ and certain other emergency managers. Other lists may be created, as necessary, by Users working with their appropriate supervisor and IT Services. Users who participate in e-mail lists are expected to exercise good judgment and courtesy when posting to lists.

3.4.3.2 Software not provided by the College

Mobile computing equipment must be used in compliance with all applicable copyright laws. This means that only properly licensed software may be installed on College-owned equipment. The User will ensure that any software ~~that is installed he/she installs~~ on College-owned mobile computing equipment is covered by licenses owned by Saint Mary's, or has licenses that permit the installation and use of the software on College-owned equipment, or is open-sourced (free, without restriction).

3.4.4.3 Security

Passwords used for access to Saint Mary's IT resources should never be revealed to anyone. Appropriate measures must be taken by all Users to protect their Saint Mary's password. If a User suspects that ~~their his or her~~ password has been revealed to an unauthorized person, the User should change it immediately. Violations of this provision may result in appropriate disciplinary action.

~~4.1.2 PETS~~

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

5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available on-line or in the Office of the Vice ~~President Provost~~ for Student Life.