

# Faculty Handbook

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## 1. Mission, History, General Organization and Governance of Saint Mary's College

Saint Mary's College of California

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

## 1.1 SAINT MARY'S COLLEGE MISSION STATEMENT

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

The Mission of Saint Mary's College is:

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

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

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

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

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

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

## 1.2 HISTORY OF SAINT MARY'S COLLEGE

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

The Brothers of the Christian Schools, founded by Saint John Baptist de La Salle in France in 1680, are lay religious who live in community and devote their lives to the Christian education of youth. Forming the largest teaching congregation of non-clerics in the Church, with some 3800 Brothers and 92,000 Lasallian colleagues teaching students in nearly 80 countries, the Brothers bring to their teaching a 300 year tradition of religious dedication, educational philosophy, scholarly preparation, and an eagerness to share with youth the excitement of learning.

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

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

### 1.2.1 ACCREDITATION

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the WASC Senior College and University Commission.

## 1.3 THE CORPORATE STRUCTURE OF SAINT MARY'S COLLEGE OF CALIFORNIA

The Articles of Incorporation of Saint Mary's College of California indicate that the College has been established for the purpose of maintaining a college of learning for the Liberal Arts, Catholic and Lasallian education of men and women. In addition to the Articles of Incorporation, the Bylaws of Saint Mary's College of California, as amended and restated from time to time, inform the structure and management of the College.

### 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 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 chair 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 Chair of the Board, and (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. The Board must hold one meeting per year, in May or June, but may meet as often as needed. Special meetings may be called by the Chair of the Board of Trustees or the President or at the written request of eight (8) Trustees.

### 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 in management, the President shall employ a Vice President for Finance and Administration, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the Senior Leaders 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 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.

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 THE ADMINISTRATIVE ORGANIZATION

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

Section 1.4 contains general descriptions of certain positions within the College. These descriptions do not supplement or otherwise modify the official position description pertaining to the described position, as maintained by Human Resources and Academic Affairs.

#### 1.4.1 THE PRESIDENT

The President is appointed by the Brother Visitor 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 Chair of the Board and under the direction of the Board of Trustees. The President 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 appoints the principal administrative officers of the College and approves the appointment and retention of other administrative officers. The President 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 also approves all policies affecting non-academic personnel of the College. The President is an ex-officio member of all College committees.

The Senior 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 Athletics, the Vice President for Student Life, the Vice President for Enrollment, the Chief Marketing and Communications Officer, the Vice President for Facilities, the Chief Information Officer, the Senior Diversity Officer, the Special Advisor to the President; and the Executive Assistant to the President.

##### 1.4.1.1 Chief Marketing and Communications Officer

The Chief Marketing and Communications Officer appointed by the President to lead the Office of Marketing and Communications and is responsible for internal and external communications. The Chief Marketing and Communications Officer oversees and maintains SMC's brand identity standards, visual systems and communication guidelines. The incumbent develops and implements, in partnership with campus stakeholders (e.g. Office of the President, Senior Staff, Deans), integrated marketing and communications plans involving College's key initiatives. Other key functional areas of oversight and responsibilities include oversight of media relations, news, and enterprise-level web and social media platforms; oversight of crisis communications and reputation management; development of executive communications for the Office of the President. The Chief Marketing and Communications Officer is a member of the President's Senior Staff.

#### 1.4.2 PROVOST AND EXECUTIVE VICE PRESIDENT

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, chair of the Provost's Council, and an ex-officio member of all committees in the area of academic affairs. As the senior leader among the President's Senior Staff, 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, the Vice Provost Academic Innovation, the Vice Provost for Institutional and Educational Effectiveness, the Associate Provost for Faculty Affairs, Deans of the Schools, Dean for Library and Academic Resources, and the Dean of the Core.

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

##### 1.4.2.1.1 Vice Provost for Academic Success

The Vice Provost for 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 for Academic Success is a member of the Provost's Council, and the Institutional Effectiveness Committee.

##### 1.4.2.1.1.1 Associate Vice Provost for Academic 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 Recovery 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 Academic Innovation

The Vice Provost for 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 Academic Innovation is a member of 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 and Executive Vice President. 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 Colleges and University Commission. 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.

#### 1.4.2.1.5 Vice Provost for Institutional and Educational Effectiveness

The Vice Provost for Institutional and Educational Effectiveness is appointed by the Provost and Executive Vice President for a term mutually agreed. The Vice Provost provides executive level direction, management oversight, and strategic leadership of the College's comprehensive data strategy, and supports strategic and academic planning and decision-making through analytics, including the presentation and distribution of relevant and timely information, policy analyses, peer comparisons, and projections of future trends. They have direct leadership oversight for the College's Institutional Research and Assessment functions, as well as coordinating oversight for the decentralized data and analysis functions. They also serve as the Accreditation Liaison Officer for the WASC Senior Schools and Colleges Commission Schools, chairs the Institutional Effectiveness Committee, and is a member of the Provost's Council, the Data Governance Committee, the Program Review Committee, and the Core Curriculum Committee.

#### 1.4.2.2 Deans, Academic Affairs

##### 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 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 Vice Provosts 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 Dean of the Core

The Dean of the Core is appointed by 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 core undergraduate programs at the College: Collegiate Seminar, January Term, the Core Curriculum, and the Honors Program. The Dean of the Core is a member of the Provost's Council, and is an ex-officio member of the Program Review Committee for undergraduate programs

##### 1.4.2.2.3 Dean for Library and Academic Resources

The Dean for Academic Resources and Library Director is appointed by the Provost and Executive Vice President and provides leadership for the staffs of the SMC Library, the College Archives, and the Museum of Art. The Dean is responsible for the development, accomplishment, assessment, and quality of the Library, Archives and Museum programs. The position provides administrative supervision over the two areas and serves as liaison between campus academic and administrative offices and all of Academic Resources.

#### 1.4.2.3 Director, Academic Affairs

If a director has the basic responsibilities of a department chair, the description of responsibilities and authority given under section 1.4.2.4 (Duties of a Department Chair) applies to the director. If the director does not have such basic responsibilities, then reference must be made to a job description.



#### 1.4.2.3.1 Director of Faculty Development

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

#### 1.4.2.3.2 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program is appointed by the Dean of the Core in consultation with the Collegiate Seminar Governing Board (1.7.4.12). The Director is responsible in collaboration with the Governing Board, of which the Director is the chair, for the organization and development of the program and the appointment, evaluation and development of faculty in the program. This entails the basic responsibilities of a department chair as specified in 1.4.2.4. In collaboration with the Deans of the Schools and the Dean of the Core the Director is responsible for providing for the staffing needs of the program. The Director serves as an ex-officio member on the Core Curriculum Committee.

#### 1.4.2.3.3 Director of the January Term Program

The Director of the January Term Program is appointed by the Dean of the Core in consultation with the January Term Program Committee (1.7.4.11). The Director is responsible, in collaboration with the January Term Program Committee, of which the Director is the chair, for the organization, development and evaluation of the January Term Program, including the assessment of student learning, the provision and appropriate staffing of needed courses, for approving courses proposed by faculty for the January Term Program in consultation with the January Term Program Committee, for the evaluation of faculty teaching in the January Term Program and for exercise of appropriate jurisdiction over all faculty teaching in the program. This entails the basic responsibilities of a department chair as specified in 1.4.2.4. The Director serves as an ex-officio member on the Core Curriculum Committee.

#### 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 Provost and Executive Vice President, and provides leadership to the campus community in developing, promoting, and coordinating opportunities and resources to enhance student engagement in volunteer community service, social justice activities, and reflection experiences. The Director is responsible for developing a staff of professionals, students and faculty and for establishing an Advisory Board for this campus program. The Catholic Institute for Lasallian Social Action serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

#### 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. The Director is responsible for the academic and intellectual oversight of the Center for International Programs, with administrative oversight of the Center provided by the Vice Provost for Academic Programs and Planning. This center leads and coordinates the College's efforts at internationalization and supports academic and co-curricular programs that provides study abroad opportunities to Saint Mary's students and support prospective international students and international students matriculating at Saint Mary's. The Director chairs the International Programs Coordinating Committee (1.7.3.7).

#### 1.4.2.3.7 Director, Office of Research

The Director of the Office of Research is appointed by the Provost and Executive Vice President and is responsible for pre-award sponsored projects administration and for contributing to the growth of the research environment at Saint Mary's College. This includes funding opportunity identification, support and training for faculty proposal development, development of research administration policies and procedures in collaboration with other units, preparation of the annual Report on Faculty Research, Scholarship, and Creative Activity, and participation in other activities that increase the promotion, funding, and recognition of research at the College.

#### 1.4.2.4 Department Chairs

Department Chairs are appointed by the Dean of the School for a three-year term, after consultation with at least the tenured members of the department. Chairs may be reappointed by the Dean after confidential evaluations have been solicited from all tenure-track members of the department and consultation has taken place with all tenured department members and others whose opinions the Dean deems may be helpful.

A Chair is a tenure-track faculty member, typically with tenure, chosen to provide collaborative leadership to academic departments by integrating their unit across the College, taking responsibility to ensure the integrity and quality of the SMC educational experience, and promoting productive and professional working relationships. The duties listed below reflect general areas shared by all department chairs. These duties are sometimes delegated to others, as appropriate.

##### Duties of a Chair

#### 1. Departmental Organization

- a. Hold regular, minutes departmental meetings;
- b. Ensure timely completion of the Program Review and Assessment process and accreditation documents, as applicable;
- c. Submit department budget proposals and exercise control over expenditures in the approved budget;
- d. Hear, ascertain the validity of, and respond to concerns and complaints that may be received from members of the department or from students who are taking courses in the department;
- e. Oversee the student recruitment and admissions process, as appropriate;
- f. Ensure that students in the department are being appropriately advised.

#### 2. Course and Instruction

- a. Organize instruction (course assignment, course scheduling) and develop instruction (new courses, teaching effectiveness) within the department for the academic year;
- b. Use hiring practices that apply departmental expectations and qualifications consistently across all sections of each course, with allowances for reasonable differences based on the specific training needed for specific pedagogies (e.g. online, community engagement).
- c. Remind faculty of departmental expectations regarding content and delivery of courses, including any on-campus meeting requirements and technological requirements of relevant course sections, programs, or degrees offered by the department or the program. Faculty shall have access to this information before being assigned any course.
- d. Oversee the determination of which courses or sections, if any, as well as which degree or certificate programs, if any, will be offered in an online or hybrid format.

#### 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.
- 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;

#### 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;
  - 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
  - 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.
- #### 5. Authority (beyond the items listed above)
- a. To participate in the course appointment process for adjunct faculty;
  - b. To call departmental meetings and to establish departmental committees;
  - c. To initiate procedures deemed necessary for the good of the department (e.g., for the dismissal of an instructor);
  - d. To exercise the power of veto over departmental decisions;
  - e. Limitations of Authority: Chairs are bound by all college policies pertinent to their departments.

#### 1.4.2.5 Chief Information Officer

The Chief Information 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 Officer also oversees campus telecommunications and audio-visual support.

#### 1.4.2.6 Senior Diversity Officer

The Senior Diversity is appointed by the President and is responsible for developing relationships with the President's Senior Staff and other college wide campus leaders to build a comprehensive

inclusive excellence vision and plan for the College. The Senior 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. The Senior Diversity Officer collaborates with the Center for Equity and Excellence in 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 PRESIDENT FOR STUDENT LIFE

The Vice President 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 Provost. The Vice President 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 President 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; Residential Experience and Community Life; Campus Housing; New Student and Family Programs; Student Involvement and Leadership; Intercultural Center; Student Health Center; Counseling and Psychological Services; Campus Recreation and Club Athletics; and Public Safety and Transportation. The Vice President recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice President is a member of the President's Senior Staff.

##### 1.4.3.1 Dean of Students

The Dean of Students reports to the Vice President 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 represents the Vice President for Student Life in their absence.

##### 1.4.3.2 Medical Director of the Student Health Center

The Medical Director of the Student Health Center reports to the Vice President for Student Life and provides administrative, operational and programmatic direction for the scope of medical services and the health education and promotional services planned for the undergraduate students of the college. Under the leadership of the Medical Director, the Student Health Center provides confidential medical care in an urgent care setting.

##### 1.4.3.3 Associate Vice President for Wellness

Reporting to the Vice President for Student Life, the Associate Vice President for Wellness is the overall administrator of the Counseling and Psychological Services Office which provides direct counseling and psychological services and group therapy to full-time undergraduate students; and psychological assessment, referral and group therapy to graduate students. Services also include outreach, training and consultation to faculty, staff, parents and guardians. The Associate Vice President engages in the formal coordination with all Student Life units, academic departments, administrative units and community agencies to facilitate the provision of counseling and mental health services to our diverse student population.

##### 1.4.3.4 Executive Director for Public Safety and Transportation

The Executive Director for Public Safety and Transportation reports to the President 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 their 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 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, and the Director of Central Services.

##### 1.4.4.1 Associate Vice President and Chief Human Resources Officer

The Associate Vice President and Chief Human Resources Officer 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 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 and an ex-officio member of all committees in the area of fund-raising and external relations.

#### 1.4.6 VICE PRESIDENT FOR ENROLLMENT

The Vice President for Enrollment is appointed by 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 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.

#### 1.4.6.1 Registrar

The Registrar is responsible for the following registrarial functions: academic records (transcripts, grades, grading policies); enrollment (registration requirements and procedures, leave of absence, withdrawal from School, verification of enrollment, qualifications for readmission); progress toward degree (academic probation, special academic petitions, declarations of major and minor); determination of degree requirements (candidacy, granting of degrees, course credit evaluations); and implementation of class schedule, room assignments; and final examination schedule. Along with others, the Registrar contributes to institutional research efforts, and is primarily responsible for the enforcement of academic regulations. The Registrar is assisted by the staff of the Office of the Registrar.

#### 1.4.6.2 Dean of Admissions

The Dean of Admissions is responsible for the recruitment and admission evaluation of all incoming traditional undergraduate students. Responsibilities include demographic research, development of publications and video, school and college visits, interviewing of applicants, and supervision of alumni, faculty and student recruitment programs, consideration of applicants' credentials and determination and notification of admission status. The Director supervises the Admissions office staff of counselors and support personnel.

#### 1.4.6.3 Director of Financial Aid

The Director of Financial Aid supervises and administers all aspects of the financial aid program. The Director counsels students and parents on the availability of financial aid and scholarships, determines eligibility for the college's financial aid programs, prepares applications for federal funds, directs the awarding of financial aid and the maintenance of records, and prepares reports required by federal, state, and institutional agencies.

#### 1.4.7 VICE PRESIDENT FOR MISSION

The Vice President for Mission is appointed by the President for a term mutually agreed upon and is responsible for promoting among faculty, students and staff and others associated with Saint Mary's College an understanding of and commitment to the liberal arts, Catholic and Lasallian Mission of the College through curricular and co-curricular activities including the annual Academic Convocation. Other responsibilities include facilitating communication among institutes, committees, centers and other SMC entities whose work is dedicated to furthering the Mission for the purpose of collaboration among these groups and for informing the College about the distinctive nature of their mission and how it contributes to building a community that animates the Mission. The Dean for Mission and Ministry and the Coordinator for Mission report to the Vice President. The Vice President collaborates with the De La Salle Institute of the District of San Francisco New Orleans, the US/Toronto Region and International Institute to provide opportunities for active participation in the Lasallian world. The Vice President is a member of the President's Senior Staff, the Budget Committee, the John S. Cummins Institute, and the College Committee on Inclusive Excellence.

#### 1.4.7.1 Dean for Mission and Ministry

The Dean for Mission and Ministry is responsible for ministering to and assisting members of the College Community in their spiritual needs and growth, as well as participation in the College's Catholic and Lasallian Heritage and Mission. The Dean is responsible for the development and organization of the College's Mission and Ministry Center, including the six Core Areas: Faith Formation, Lasallian Mission, Justice and Education, Retreats and Vocation, Liturgy and Prayer, and Residential Ministry. The Mission and Ministry Center gives expression to and support for the five Lasallian Core Principles: Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Respect for All Persons, Inclusive Community. The Dean supervises

the Mission and Ministry Center staff, oversees the scheduling and policy regarding the use of the Chapel, is responsible for the Mission and Ministry Center budget, and the organizes the development of student leadership for the Mission and Ministry Center. The Dean, the staff, and the student leaders respond to the needs of the students, faculty, staff, and alumni of the College and collaborate with departments and programs, as well as the Saint Mary's College and Joseph Alemany Communities of Christian Brothers in their service to Saint Mary's.

#### 1.4.8 VICE PRESIDENT FOR INTERCOLLEGIATE ATHLETICS

The Vice President for Intercollegiate Athletics reports to the President and administers the intercollegiate athletics and the facilities of the College dedicated to intercollegiate athletics. The Vice President for Intercollegiate Athletics 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 Senior Woman Administrator works closely with the Vice President for Intercollegiate Athletics on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. The Vice President for Intercollegiate Athletics is a member of the President's Senior Staff. The Vice President for Intercollegiate Athletics, 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.

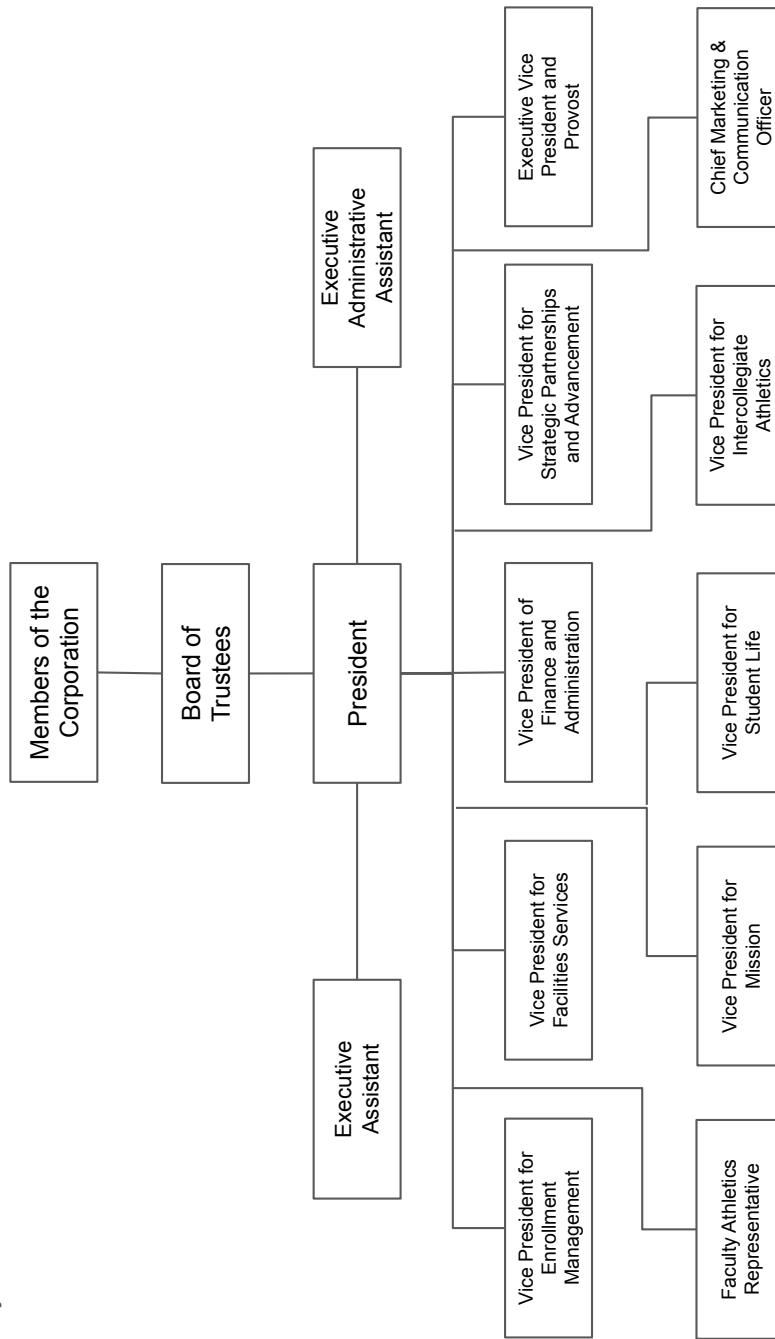
#### 1.4.9 VICE PRESIDENT FOR FACILITIES

The Vice President of Facilities Services reports to the President and manages the maintenance, operations, environmental health & safety, facility rentals and minor/major capital projects on campus. The departments that report to this position are Facilities Operations & Maintenance, Meeting, Events and Conference Services, Environmental Health & Safety and Project Management. Campus landscaping, including sports fields, and campus custodial contracts are also overseen by this position. The Vice President of Facilities Services chairs the Campus Facilities Planning Committee and is a member of the President's Senior Staff. The administrative staff reporting directly to the Vice President of Facilities Services are Director of Operations & Maintenance, Director of Finance, Director of Meeting, Events and Conference Services and Environmental Health & Safety Coordinator.

1.5 ORGANIZATIONAL CHARTS

1.5.1 THE CORPORATION AND PRESIDENT OF THE COLLEGE

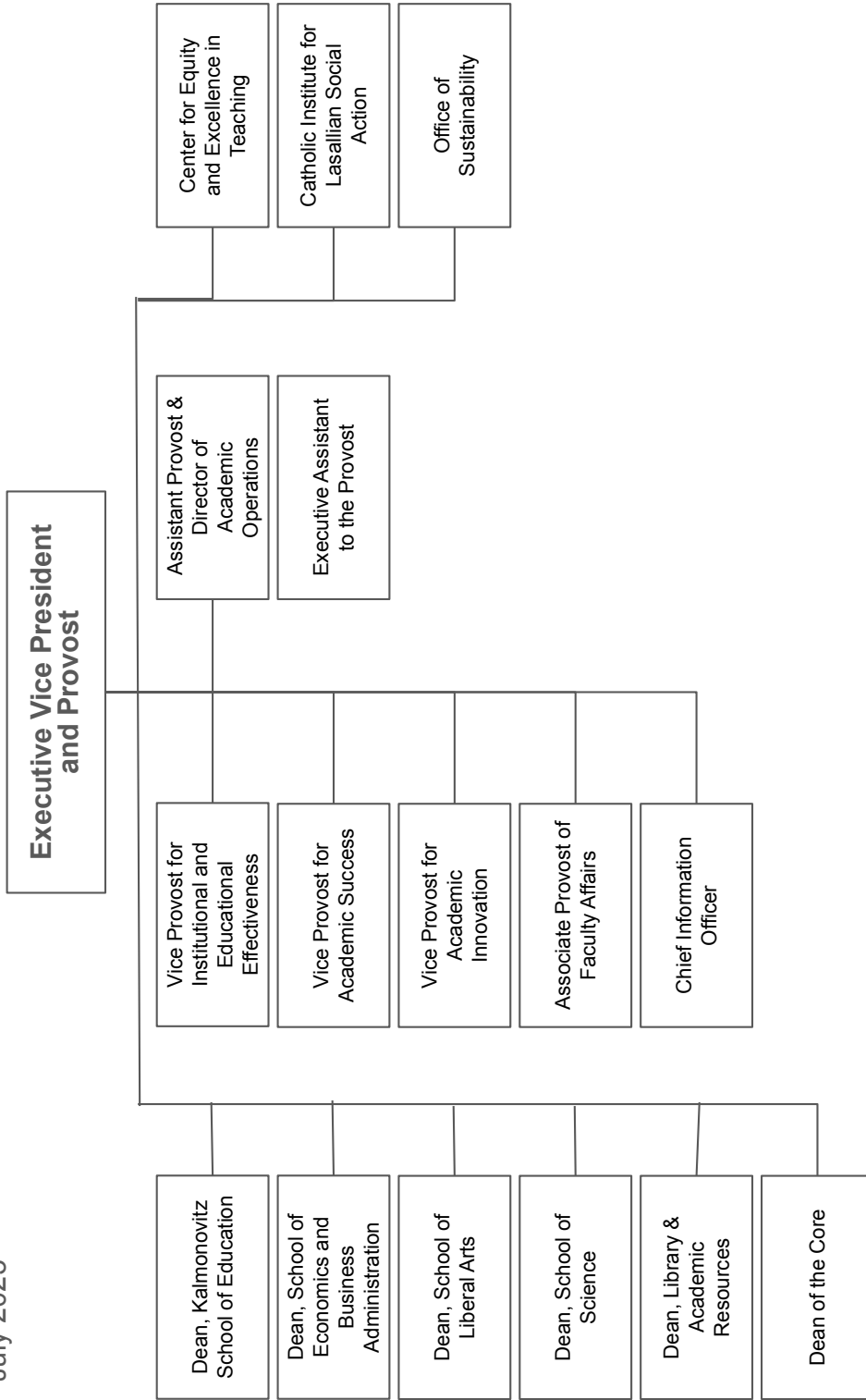
1.5.1 Corporation and President of the College  
July 2023





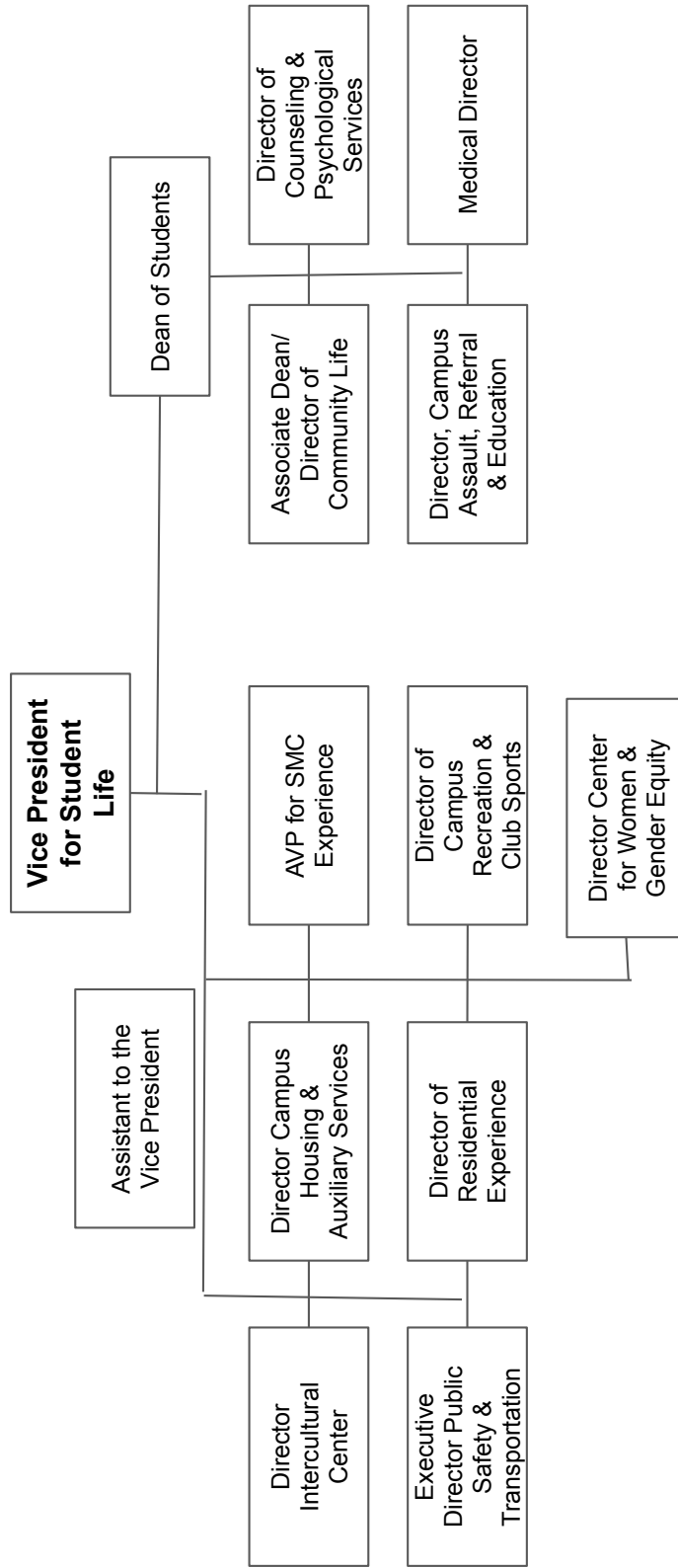
1.5.2 THE EXECUTIVE VICE PRESIDENT AND PROVOST

1.5.2 Executive Vice President and Provost  
July 2023

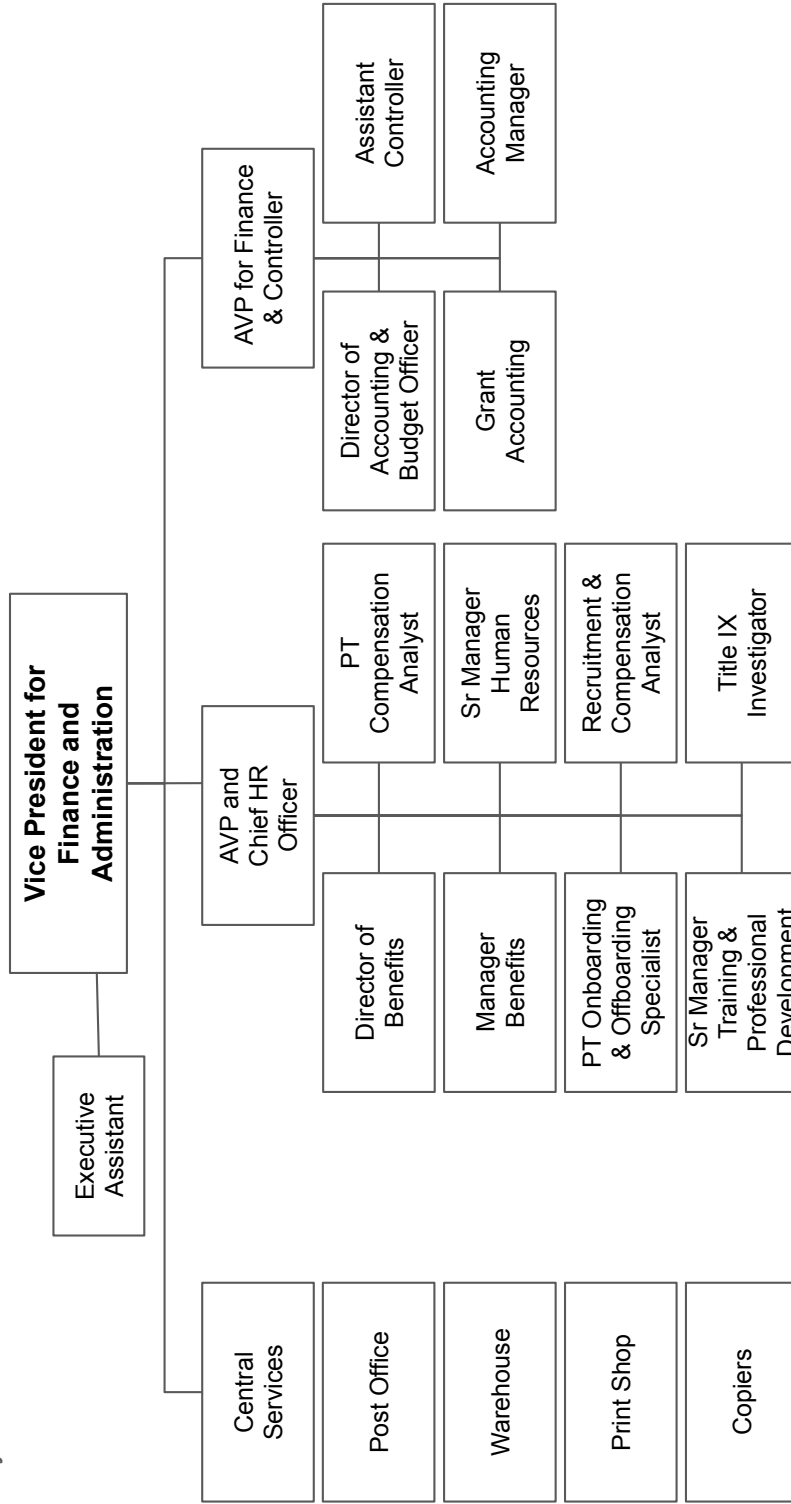


1.5.3 THE VICE PRESIDENT FOR STUDENT LIFE

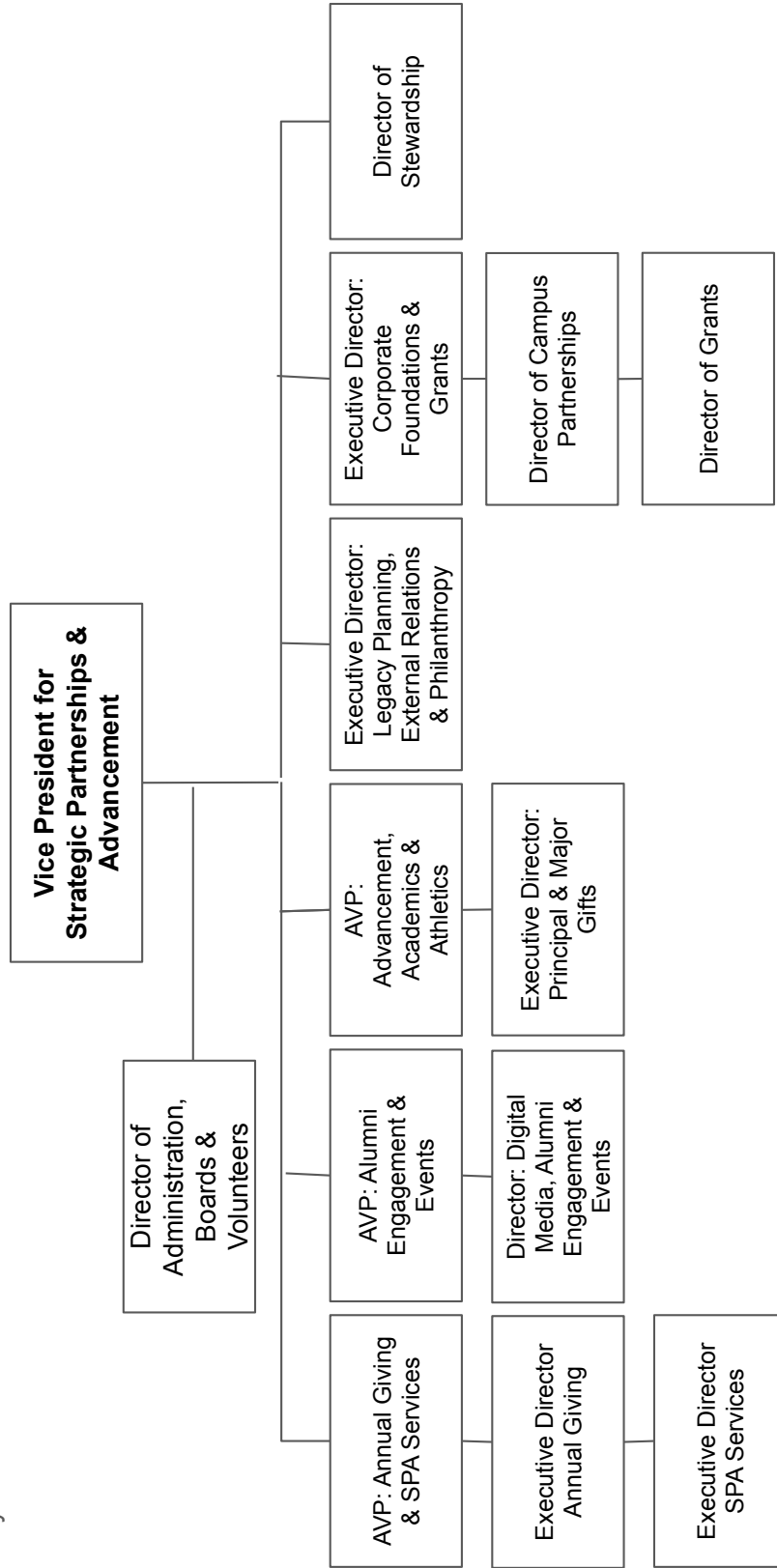
1.5.3 Vice President for For Student Life  
July 2023



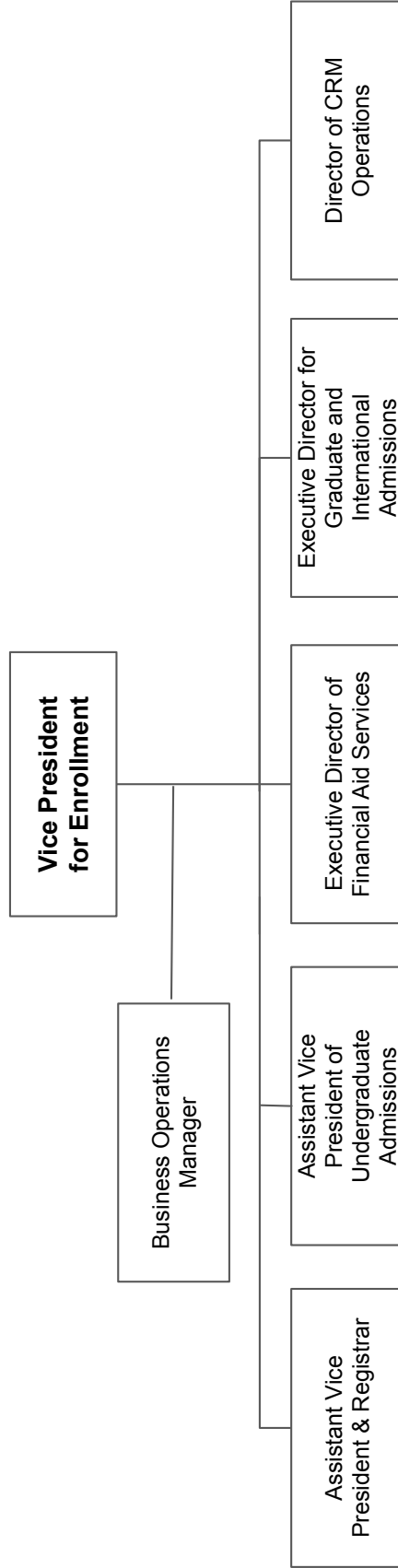
1.5.4 Vice President for Finance and Administration  
July 2023



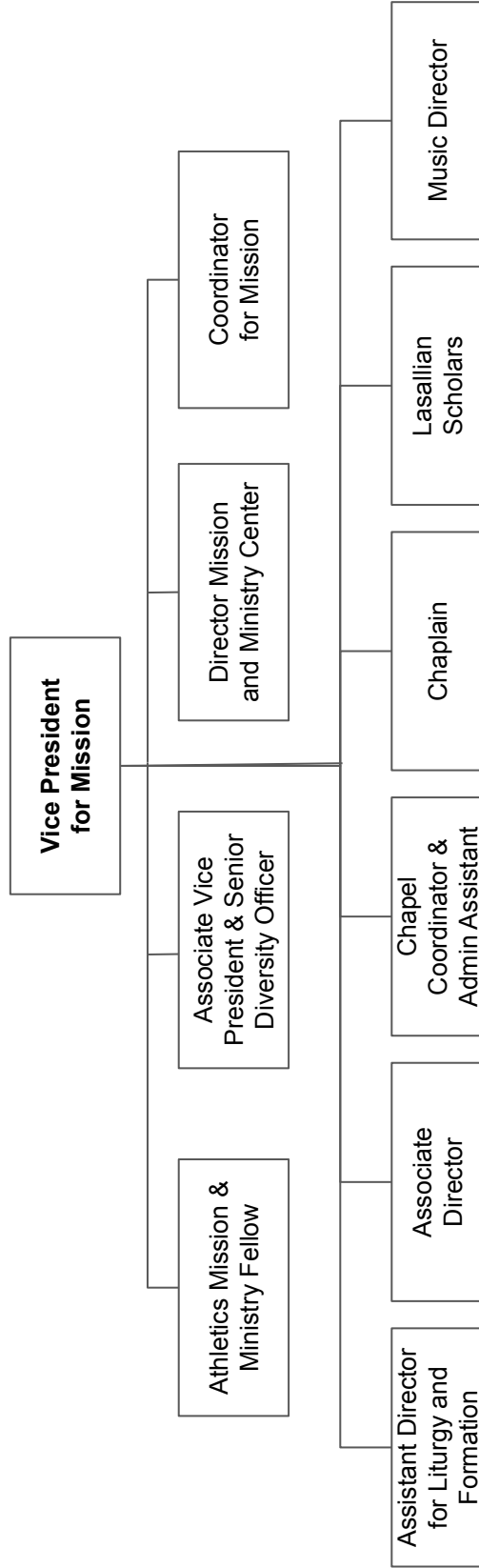
1.5.5 Vice President for Strategic Partnerships and Advancement  
July 2023



1.5.6 Vice President for Enrollment  
July 2023

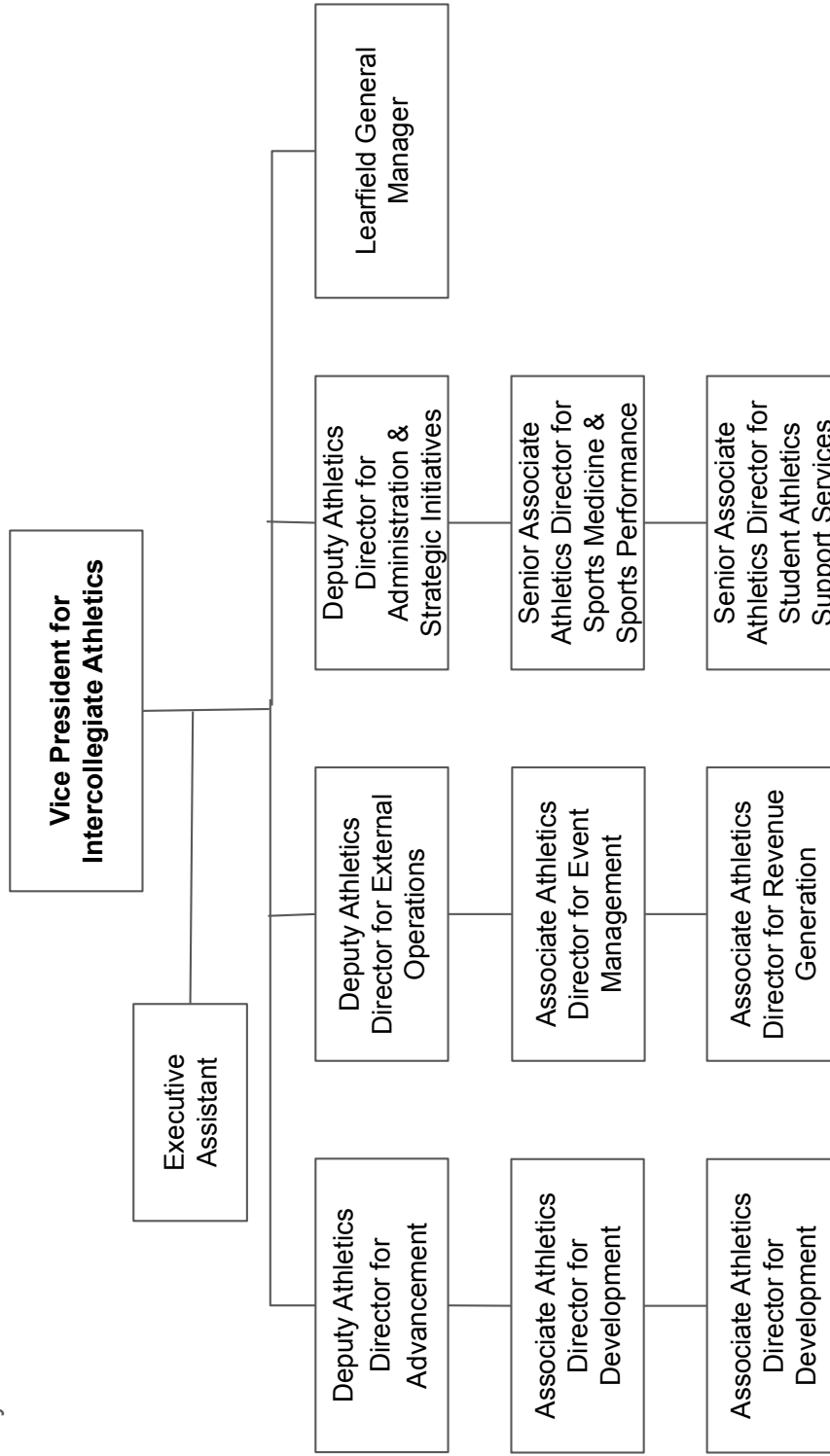


1.5.7 Vice President for Mission  
July 2023

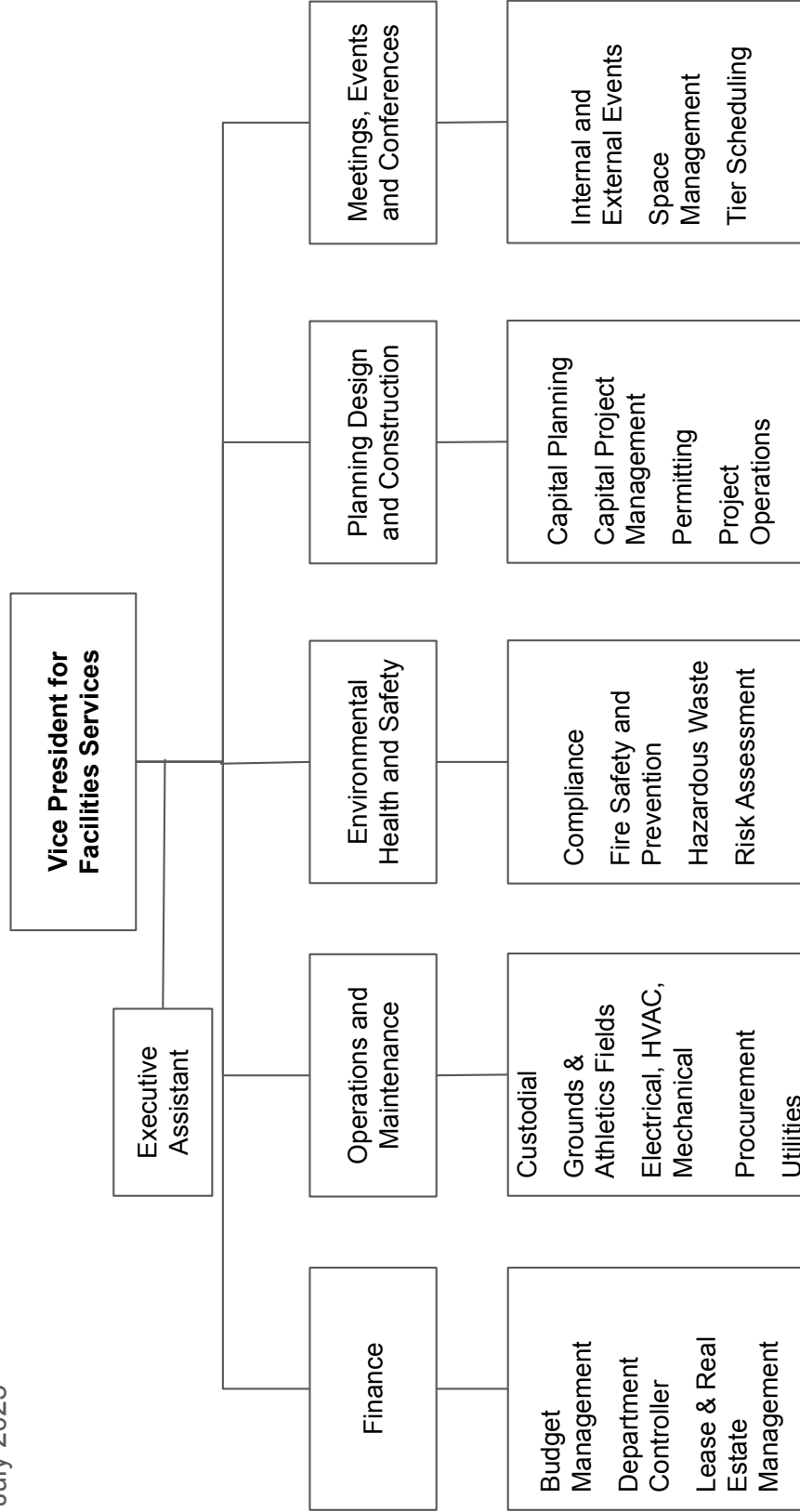


1.5.8 VICE PRESIDENT FOR INTERCOLLEGIATE ATHLETICS

1.5.8 Vice President for Intercollegiate Athletics  
July 2023



1.5.9 Vice President for Facilities Services  
July 2023





## 1.6 GOVERNANCE STRUCTURE

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

### 1.6.1 SHARED GOVERNANCE

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

Faculty and administrators therefore recognize that even where faculty roles in the decision-making process is advisory, that the practice of good government requires the following:

1. Timely consultation of the faculty within the Committee system set forth in Faculty Handbook, especially Sections 1.6 and 1.7;
2. Timely administrative response to faculty recommendations;

3. Timely access to faculty of all non-confidential records and documents relevant to permit the faculty to carry its responsibilities to give advice on matters under consideration, and
4. Faculty representation selected from faculty recommended by the Academic Senate or its Chair on all significant ad hoc committees and taskforces whose charges involve matters pertaining to academic quality.

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

#### 1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

1. Faculty membership on:
  - Academic Senate
  - Undergraduate Educational Policies Committee
  - Graduate and Professional Studies Educational Policies Committee
  - Program Review Committee
  - Admissions and Academic Regulations Committee
  - Faculty Welfare Committee
  - Committee on Committees
  - Academic Administrators Evaluation Committee
  - January Term Committee
  - Collegiate Seminar Governing Board
  - Core Curriculum Committee
  - Committee on Educational Technology
  - Committee on Faculty Development and Scholarship
2. Faculty membership on the Rank and Tenure Committee, in coordination with the Provost and the Office of Academic Affairs.

##### 1.6.1.1.1 Nominations

1. A Preference Survey will be distributed and compiled under the direction of the Faculty Governance Coordinator in the spring of each year. One month prior to the distribution of the Faculty Preference Survey, the Academic Deans will submit to the Faculty Governance Coordinator a copy of the list of faculty members exempt from standing for election and provide a reason for the exemption, based on the eligibility criteria stipulated in the Faculty Handbook (see 1.6.1.1.1(3) Eligibility, and 1.6.1.1.4(2)). All tenure-track faculty meeting the eligibility requirements are expected to complete the Preference Survey, indicating a first and a second preference for the committees on which they are willing to serve. The Committee on Committees shall assign a first and a second preference to those individuals who do not submit a Preference Survey.
2. The Faculty Governance Coordinator will prepare a nominating ballot for each office/committee seat based on (1) the faculty member's current eligibility status, (2) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (3) expression of willingness on the part of individual faculty members to serve as indicated by the survey, and (4) the current number of elected positions held by individual faculty members.
3. Eligibility: Determined according to (1) a faculty member's current status at the time of the Preference Survey (e.g., status in spring term for membership effective in fall term), (2) office or committee membership specifications as to faculty rank (tenure-track or tenured) and instructional duties (4/6 or more, or in the case of chairs and directors, whose instructional duties are 2/6 or more). Faculty members granted a sabbatical or leave of absence retain their

eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.

4. For each open position, each voter may select up to two candidates. The candidates receiving the most votes are placed on the final ballot. Normally, the final ballot should present twice the number of candidates for each open position. A faculty member who feels exceptional circumstances exist may request to the Chair of the Committee on Committees to have their name removed from the nominating ballot.

#### 1.6.1.1.2 Balloting

1. Any ballot must be available for five school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.
2. Ballots will be made available electronically. Access is regulated via individual usernames and passwords.
3. Upon the close of balloting, the result will be electronically tabulated.

#### 1.6.1.1.3 Election

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

#### 1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the 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 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 will stand for election.
2. The following are ineligible to stand for election:
  - a. Faculty members currently serving as Presidents, Vice Presidents, Provosts, Vice Provosts, Associate Vice Provosts, Deans, Associate Deans, as well as faculty members who served in one of these positions current the current or previous academic year
  - b. Faculty whose instructional duties are less than 4/6 at the time of election; (Also see 1.6.1.1.1.(3) Eligibility)
  - c. Chairs and directors whose instructional duties are less than 2/6 at the time of election.
3. A faculty member is not expected to serve at one time on more than two elected committees, and a faculty member serving on an intensive workload committee may choose not to serve on a second elected committee.
4. 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 Faculty Development and Scholarship) that faculty member may ask for exemption from that election cycle through the chair of the Committee on Committees.

#### 1.6.1.1.5 Voting Rights

1. Elections conducted by the Committee on Committees:
  - a. Tenured and Tenure-track Faculty. All tenured and tenure-track faculty will automatically receive notice that the election ballot has been electronically posted. Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year. Faculty members currently serving as Presidents, Vice Presidents, Provosts, Vice Provosts, Associate Vice Provosts, Deans, Associate Deans, Assistant Deans are not eligible to vote.
  - b. Voting eligibility of Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty will be determined by Academic Affairs. Each year, by the beginning of the spring semester, Academic Affairs must submit to the Faculty Governance Coordinator a roster of eligible Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty who are teaching one or more full courses in the then current academic year. Non-academic administrators and coaches who are full-time College employees shall be eligible to vote if they teach one full course during the then current academic year. If the Faculty Governance Coordinator has not received the voter eligibility roster from Academic Affairs by the first week of the spring semester, a reminder will be sent to the Provost's office.

#### 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 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. Should an elected position become permanently vacant, 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.

#### 1.6.1.1.7 Committee Charter and Composition

The Academic Senate can modify the scope of responsibilities, the size of faculty committees and the length of service on faculty committees after the current edition of the Faculty Handbook is published to improve the efficiency and the effectiveness of the role of faculty in the College governance system (see section 1.6.1.2.1 (3)). Any changes identified by an official Academic

Senate action can be made prior to the publication of the next edition of the Faculty Handbook. If faculty elections have been completed for the next academic year, the Academic Senate may not increase the length of service for a faculty member but may reduce the elected term to be served. The chair of the Committee on Committees has the responsibility to discuss changes with faculty impacted by Academic Senate actions.

#### 1.6.1.2 The Academic Senate

##### 1.6.1.2.1 Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Academic Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the Provost, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.2(3)). It also advises the President and Provost about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Academic Senate to exercise its judgment in an informed manner.
5. The Academic Senate, in collaboration with the Provost, may call a Special General Meeting for informal discussion on matters concerning the College community. Some meetings may have an open agenda and others may be planned around broad topics.

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

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see section 1.6.1.2.9.1(1) Executive Meetings, section 1.6.1.2.9.1(2) General Meetings, and section 1.6.1.2.9.1(3) Special General Meetings). These reports and recommendations are submitted to the Provost (and other administrative bodies of the College and/or Board of Trustees when the Academic Senate deems it appropriate). The Provost will keep the Academic Senate informed of action taken. When the Provost has chosen not to act or to act contrary to the Academic Senate recommendations, the Provost informs the Academic Senate of their reasons. (See 6b below for details.)
2. From time to time, the Academic Senate will make recommendations to the Provost (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 will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the election procedures for and membership of faculty committees of the College. The Academic Senate has these responsibilities for the following committees: the Academic Senate and its committees, Rank and Tenure Committee, Academic

Administrators Evaluation Committee, Grievance Committee, Faculty Welfare Committee, Committee on Committees, the January Term Committee, Collegiate Seminar Governing Board, the Core Curriculum Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, the Committee on Educational Technology, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8 Revision Process of the Faculty Handbook.) The Academic Senate designates committees as being of intensive workload.

4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Provost. In consultation with the Academic Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provosts, 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.
5. The Academic Senate establishes faculty qualifications for election to office and for voting and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Academic Senate's actions are of two kinds: those for which the Academic Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Provost for consultation, approval, or disapproval.
  - a. The Academic Senate's authority to act on its own is defined in sections 1.6.1.1.7, 1.6.1.2.1, 1.6.1.2.2, and 1.6.1.2.9.(3).
  - b. Motions of the Academic Senate that are sent to the Provost (and other administrative bodies of the College and/or Board of Trustees when the Academic Senate deems appropriate) will be responded to in writing within 60 working days. In the case of disapproval, the response will include the Provost's concern(s) about the motion. Requests which are forwarded to the Academic Senate by the Provost will be acted upon within 90 school days.

#### 1.6.1.2.3 Faculty Officers and Representatives

##### 1. Academic Senate Chair

The Chair presides over the general, special general, and executive meetings of the Academic Senate (see section 1.6.1.2.9.1, Meetings). The Chair sets the calendar for all meetings and coordinates the agenda for executive meetings. The chair assumes office after serving one year as vice chair. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

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

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

##### 2. Academic Senate Vice Chair

The Vice Chair is elected by the faculty at-large for a three-year term, the second year of which the Vice Chair serves as Chair, and the third year of which the Vice Chair serves as Past Chair. The Vice Chair receives reassigned time from teaching assignments commensurate with the

responsibilities of the office. The vice chair is a voting member of the Academic Senate on all matters and substitutes for the chair should the chair become ill or need to be absent.

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

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 Council in the fall, and as the Faculty Representative to the Alumni Board.

4. Faculty Representatives to the Board of Trustees

The Faculty Representatives to the Board of Trustees serve as liaisons between the faculty and the Board of Trustees. The representatives are expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representatives have voice but no vote and are expected to respect those matters designated as confidential by the Chair of the Board.

5. Faculty Representative to the Alumni Board of Directors

The Past Chair of the Academic Senate serves as the Faculty Representative to the Alumni Board of Directors. The representative is expected to report the action and expressed attitude of the Alumni Board of Directors to the Academic Senate, and to report the interests and concerns of the faculty to the Alumni Board of Directors, as occasion, interest, or propriety require. The representative has voice but no vote.

The representative is a member of the Alumni Faculty Relations Committee and advises the Committee on the types of activities designed to promote interaction between the faculty and the alumni, and a member of the Faculty Fellowship Fund Review Committee that selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend yearly meetings and any other relevant activities of the Alumni Board.

1.6.1.2.4 Succession

If the Chair is unable to continue in office, the Vice Chair assumes the office of Chair, and continues as chair-through the following year, i.e., the year they would normally serve as chair.

If the Vice Chair cannot assume the office of Chair upon the latter's completion of their term, the Academic Senate shall elect, by majority vote, a Chair for the upcoming year. Normally, nominations will be made from among the current and former members of the Academic Senate.

If the office of Vice Chair becomes vacant, due to resignation or assumption of the office of Chair, the Academic Senate shall elect a current or former member of the Academic Senate to serve the remainder of the one-year term as Vice Chair. A regular election shall be held in the spring for the following year's Chair and Vice Chair.

1.6.1.2.5 Parliamentarian

The Chair shall appoint a parliamentarian from the faculty for a one-year term. The parliamentarian, who shall serve at the pleasure of the Chair, shall be present at all general, special general and executive meetings of the Academic Senate but shall not have a vote.

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

1. Takes minutes of general and special general meetings of the Academic Senate and prepares them for posting;
2. Attends all Executive Meetings of the Academic Senate. Prepare agenda (coordinated by the Senators present at the executive meeting), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
3. Maintains the Faculty Governance website, posting memberships, agendas, current reports and proposals, minutes, meeting schedules, etc.
4. Maintains all pertinent records and correspondence of the Academic Senate;
5. Serves as ex-officio, non-voting member of the Committee on Committees;
6. Coordinates and conducts the yearly faculty elections, in consultation with the Chair of the Committee on Committees;
7. Performs other duties related to the conduct of Academic Senate business;
8. Supports the Undergraduate Educational Policies Committee, the Graduate and Professional Studies Educational Policies Committee, the Admissions and Academic Regulations Committee, and the Program Review Committee, as well as other committees of the Academic Senate;
9. Keeps calendars, notices to faculty and maintains the Faculty Governance website for each of the above committees, as well as the Academic Senate, Academic Administrators Evaluation Committee, and the Faculty Welfare Committee.

The Faculty Governance Coordinator is selected by the Chair of the Academic Senate with the assistance of the Human Resources office and according to established College procedures. The Faculty Governance Coordinator reports to the Chair.

#### 1.6.1.2.7 Membership

The Academic Senate consists of 10 elected members, and 1 appointed member:

- past chair (in the year following service as chair)
- chair (tenured)
- vice chair (tenured chair elect)
- four tenured faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education
- two tenured faculty members to be elected at-large from the four schools listed above
- one faculty member on the Rank and Tenure roster who does not have tenure to be elected at-large from the four schools listed above
- one parliamentarian, non-voting, appointed by the chair for a one-year term

#### 1.6.1.2.8 Terms of Office

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

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

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



The parliamentarian may be reappointed for an additional one-year term.

#### 1.6.1.2.9 Duties of the Academic Senate

The Academic Senate has five duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Academic Senate committees, the President, the Provost, the Vice Provosts and 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 sabbaticals, which are made by the Committee on Faculty Development and Scholarship and 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;
  - 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 and Associate Provosts, the Deans of the Schools and the Dean of the Core.
- b. The committees list under 1.6.1.2.2(3).
- c. The Academic Senate itself. Any member of the Academic Senate, with the consent of the majority of the Senators present at an executive meeting, may place an item on the agenda for the next general meeting.
- d. The faculty. Any faculty member, full- or part-time, may request that an item be placed on the agenda of a general meeting by submitting the request in writing. The Academic Senate will consider placing the item on the general meeting agenda after seeking information from appropriate parties and discussing it in an executive meeting. An agenda item submitted to the Academic Senate with the supporting signatures of ten other faculty members will normally be placed on the agenda of the next general meeting.

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

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

- i. The consent agenda.

Items identified as "consented to" are those which, in the judgment of the majority of Senators present at the executive meeting, require no further discussion by the Academic Senate or faculty in a general meeting before a recommendation or decision can be made. Such items are judged to be non-controversial, issues that other committees have fully reviewed and to which the Academic Senate can make no further contribution, or issues on which the opinion of the faculty is already known. A majority vote of Senators present at the executive meeting is required to place an item on the consent agenda, with the exception of the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, and the Admissions and Academic

Regulations Committee items for the consent calendar, as explained below. All Academic Senate actions on a designated “consent agenda” item are taken at a general meeting of the Academic Senate and are directed to the appropriate College officials for further action, if needed.

All items from the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, and Admissions and Academic Regulations Committee come to the Academic Senate and go on a consent calendar for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, or Admissions and Academic Regulations Committee is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College’s Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, or Admissions and Academic Regulations Committee;
- the item involves a modification to the Faculty Handbook.

Items will remain on the consent agenda unless removed by the Academic Senate at a General Meeting. Any item may be removed from the consent calendar by a motion supported by four Senators. The Academic Senate will then reconsider that item for further action.

ii. Items for consideration

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

3. To conduct faculty elections.
4. To review at the request of the President cases of alleged unprofessional conduct on the part of a tenure-track faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.3.1, Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).
5. To initiate Academic Senate task forces for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Academic Senate shall exercise due caution to assure that the responsibilities of its task forces do not overlap those of other existing committees.

1.6.1.2.9.1 Meetings

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

1. Executive Meetings

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

a. Quorum

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

b. Consent Agenda

See section 1.6.1.2.9(2.d.i) The consent agenda.

2. General Meetings

The general meeting of the Academic Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the concerns of the faculty. In addition to the items requiring action by the Academic Senate, concerning which the Academic Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

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

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

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

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

Normally, the Chair will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the Chair, at which time discussion may be restricted to Senate members.

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

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

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

3. Special General Meeting

If additional general meetings are required for the Senate to conduct its business, the Chair consults with the Senate and, if agreed, schedules additional general meetings. A special general meeting may also be requested by the President of the College, the Provost, a petition signed by three members of the Senate, or a petition signed by ten faculty who are not members of the Senate. The special general meeting must be scheduled with sufficient time (normally at least one week) for adequate notice to be given to all faculty members.

1.6.1.2.10 The Provost

The Provost may:

1. Approve the motion as presented in writing within 60 working days; or

2. Consult with the Academic Senate about possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove. The response will include the Provost's concern(s) with the motion and be submitted within 60 working days. When the Academic Senate deems it appropriate, they may request that the motion and the Provost's concerns be sent to the President and/or the Board of Trustees. Such an action would require a two-thirds majority vote of the Academic Senate.

For the first Senate meeting of each academic year, the Provost will submit a report to the Academic Senate on the status of its actions from the previous academic years, if there are any.

#### 1.6.1.2.11 Quorum

The quorum for General and Special General meetings of the Academic Senate is five voting members in addition to the Chair or Vice Chair. A quorum must be present within 15 minutes of the scheduled time. In the absence of a quorum, the Chair may decide to proceed with the determination of an agenda for the next general meeting. The Academic Senate may not, however, take any other action requiring a vote.

#### 1.6.1.2.12 Attendance

Members of the Academic Senate are expected to attend all executive, general and special general meetings. General and special general meetings are open to all faculty members. Staff may attend without special invitation. Students may attend at the discretion of the chair, subject to appeal by a motion from the floor.

#### 1.6.1.2.13 Voice

All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general or special general meeting. Staff and students may speak with the permission of the Chair.

#### 1.6.1.2.14 Rules of Procedure

All general and special general meetings of the Academic Senate are governed by Roberts Rules of Order, Revised, as modified in the Rules of Procedure of the Academic Senate at Saint Mary's College, which are posted on the Academic Senate website. These Rules of Procedure shall be approved at the first Meeting of each Senate year.

#### 1.6.1.2.15 Business Procedures

1. Additions or changes to the agenda can be made only by a two-thirds vote of the Academic Senate on a non-debatable motion.
2. The procedure for council or committee recommendations or reports to the Academic Senate is the following:
  - a. Councils or committees present to the Academic Senate in writing a signed recommendation or report. A minority report of the committee may be submitted if supported by two voting members of the council or committee.
  - b. The text must be distributed to members of the Academic Senate at least 48 hours prior to the executive meeting at which it will be discussed.
  - c. Any recommendation or report will be considered as a principal motion, seconded by the committee vote, which must be reported.
3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the Chair of the Academic Senate at least 48 hours prior to the executive meeting at which it will be discussed (see section 1.6.1.2.9.1(1) Executive Meetings).

4. The Academic Senate will not proceed to consider and/or discuss an item unless the documents that are to be the basis of discussion have been distributed to Senators 48 hours before that meeting. The Chair has the discretion to make an exception to this requirement.
5. Discussion
  - a. Each faculty member wishing to speak to a particular motion is limited to three minutes. Remaining time may be yielded to another speaker.
  - b. Speakers are called in the order in which they have notified the chair of their desire to speak.

#### 1.6.1.2.16 Presidential Response

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

## 1.7 COMMITTEE STRUCTURE

### 1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

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

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

- Review 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;
- Advise the Chairperson of the Board on timing for the Regular Annual Meetings and special Meetings of the Board of Trustees;
- Make recommendations to the Board of Trustees about:
  - a) Presidential review;
  - b) Changes to the Faculty Handbook that have the effect of creating or changing College policies.
- Annually review all Trustee conflict of interest statements and disclosures.
- 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.

- Perform other such duties as may be delegated to it by the Board of Trustees.

*Membership:* Membership of 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, the Board Secretary, the Brother Visitor and the immediate past Chairperson 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, sabbaticals, or other employment policies for College faculty, including changes in the Faculty Handbook;
- 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 Chair 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 and Fundraising operations of the College and make recommendations to the Board of Trustees about:

- Matters pertaining to Advancement and Alumni of the College
- Approval of Long-term objectives for the College's Advancement/Alumni program
- Approval of an appropriate annual goal for Advancement
- Monitor progress toward that goal

Additionally, within the Advancement 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 results, both annual and endowment, to assure adherence to fund raising policies and priorities;
- suggest strategies if fund raising objectives are not met;
- recommend fund raising counsel;
- provide a report to the Finance Committee of the Board of Trustees at each of its scheduled meetings 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 Chair 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 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;
- 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;
- 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 Chair and four (4) other members, at least one of whom, in addition to the Chair 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 by the Chair 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. 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 Chair, but the Vice President for Finance and Administration and their 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:

- 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.
- Approve the annual budget prior to submitting to the Board for final approval.
- 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.
- Lead the Board's review of the College's strategy for long-term financial sustainability.
- Review the College's financial policies and recommend appropriate revisions to the Board.
- 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:

- Review and provide recommendations to the Board on the College's master plan;
- 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.
- 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.
- Review the College's facilities and physical assets policies and recommend appropriate revisions to the Board.
- Attached to this Charter as Attachment 1 is the College's Approval Process for Major Facility Projects and related Guidelines.

*Membership:* The Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Vice President for Finance and Administration shall provide assistance to the Committee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chair of the Committee.

#### 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
- Governance policies for Trustee review and approval, including but not limited to, amendments to the Bylaws

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:

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

*Membership:* The Governance and Nominating Committee shall consist of the Chair of the Board, the immediate past Chair of the Board while still serving as a Trustee, the President, the Brother Visitor, and other Trustees who are nominated by the Chair 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 Chair 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:



- Annually review the Investment Committee Charter, the Investment Policy and objectives and recommend to the Board any changes.
- 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.
- Monitor investment results to assure compliance with investment policies and objectives
- Take appropriate action to ensure investment policies and objectives are met
- Ensure the timing and amounts of all endowment withdrawals are within Board approved parameters.
- Reports at least annually to the Board of Trustees.

*Membership:* The Investment Committee shall consist only of Trustee members who are nominated by the Chair 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 shall 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 modification
- 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 Chair 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 Chair of the Board, in consultation with the President.

#### 1.7.1.9 Student Life Committee

*Duties:* Assuring the vitality of the mission of the College in the area of student life, the Student Life Committee shall make recommendations to the Board of Trustees about:

- students' interests in the Board's policy-making activities;
- adequate resources, programs and direction for student affairs;
- student development issues;
- intercollegiate athletics and campus recreation;
- housing;
- quality of student experience;
- regulatory and statutory requirements relevant to student life.

*Membership:* The Student Life Committee shall consist of Trustee members and other eligible members who are appointed by the Chair 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.

#### 1.7.1.10 Athletics Committee

*Duties:* Assuring the vitality of the mission of the College in the area of athletics, the Athletics Committee shall oversee programs, resources, and other matters central to the College's intercollegiate athletics program and make recommendations to the Board of Trustees about:

- Matters pertaining to athletic fundraising, facilities, budgets, and strategic planning.
- Compliance and general oversight of institutional, conference, and National Collegiate Athletic Association policies, rules and regulations affecting the College's intercollegiate athletics program.
- Measures required to ensure satisfactory academic progress as well as the physical wellbeing and mental-health of the College's student-athletes.
- Overall policies and practices concerning the College's intercollegiate athletics program in a manner consistent with the mission and values of the College.
- Any steps or measures required to ensure gender equity in its intercollegiate athletics programs.

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

### 1.7.2 INSTITUTIONAL COUNCILS AND COMMITTEES

#### 1.7.2.1 President's Senior Staff

The President's Senior Staff, comprised of the President and 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
- Vice President for Finance and Administration
- Vice President for Strategic Partnerships and Advancement
- Vice President for Mission
- Vice President for Enrollment and College Communications
- Vice President for Student Life
- Vice President for Academic Affairs
- Vice President for Intercollegiate Athletics
- Vice President for Facilities
- Chief Information Officer
- Senior Diversity Officer
- Special Advisor to the President
- Executive Assistant to the President

#### 1.7.2.2 College Committee on Inclusive Excellence

*Role:* The Committee on Inclusive Excellence will review, recommend, and facilitate the implementation of policies, programs, and practices that advance inclusive excellence at Saint Mary's College.

Primary activities:

- articulate and promote the educational imperative for inclusive excellence;
- advise and review the development of institutional, unit, and school diversity and inclusion goals;
- develop and support strategies that improve the recruitment and retention of underrepresented students, staff, and faculty;
- sponsor and coordinate opportunities for the development of cultural competence; and,
- support initiatives that advance the knowledge, practice, and recognition of inclusive excellence.

*Membership:*

- Senior Diversity Officer (chair)
- Vice President for Finance and Administration
- Vice President for Enrollment and College Communication
- Vice President for Intercollegiate Athletics
- Vice President for Mission
- Vice President for Strategic Partnerships and Advancement
- Vice President for Student Life
- Associate Vice President and Chief Human Resources Officer
- Chair of Staff Council or designee
- Chair of Academic Senate
- Vice Provost for Academic Success
- Brother representative, appointed by Cummins Institute
- Dean of Students
- Director of Intercultural Center
- Director of the High Potential Program
- Assistant Vice Provost for Student Support Services
- Student representative, Intercultural Center
- Four Faculty members, one each from the Schools of Economics and Business Administration, Kalmanovitz School of Education, Liberal Arts and Science, appointed by the Chair of the Committee on Committees
- Representative of the Associated Students of Saint Mary's College

*Meetings:* The Co-Chairs of the Committee call meetings as needed.

1.7.2.3 Sustainability Committee

*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
- Chief Marketing and Communications Office
- 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.

*Meetings:* Meetings are held approximately monthly on a schedule drawn up by the co-chairs.

#### 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, administrative 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:*

- Vice Provost for Institutional and Educational Effectiveness (ALO) (co-chair)
- Chair Academic Senate (or representative) (co-chair)
- Assistant Provost
- Chief Information Officer
- Vice Provost for Academic Innovation
- 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 members of the Academic Senate, 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. 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 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:*

- Associate Vice President and Chief Human Resources Officer (Title IX Co-Ordinator), Chair
- Senior Diversity Officer
- Senior Manager of Human Resources (Title IX Co-Coordinator)
- Associate Vice President & Dean of Students (Title IX Deputy Director)
- Senior Associate Athletic Director/Senior Woman Administrator (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)
- Campus Assault Response and Education Director
- 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

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

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

Specifically, the Committee shall:

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

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

*Membership:*

- Director of January Term
- Associate Vice President, Finance/Controller or Designee
- Vice Provost for Academic Success or Designee
- Representative from the Office of International Programs
- Vice President for Intercollegiate Athletics or Designee
- Medical Director of the Student Health 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.

### 1.7.3 ACADEMIC AFFAIRS COUNCILS AND COMMITTEES

#### 1.7.3.1 Provost's Council

*Role:* The Provost's Council 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 regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

*Provost's Council 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)
- Chief Information Officer
- Senior Diversity Officer
- Vice Provost for Academic Success
- Vice Provost for Academic Innovation
- 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 Core

The Provost may augment the memberships as appropriate. The Provost's Council meets twice a month.

1.7.3.2 *No longer exists*

1.7.3.3 *No longer exists*

#### 1.7.3.4 Rank and Tenure Committee

*Role:* The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the Provost on reappointment subsequent to initial and interim Rank and Tenure reviews. (see section 2.6.2 Procedures for Promotion and Tenure,

2.6.2.3 Rank and Tenure Committee Procedures, and 2.6.2.5 Recommendation and Decision Procedures)

*Membership:*

- one tenured representative each from the School of Liberal Arts, Science, Economics and Business Administration, and Education, elected for a three-year term, one or two elected each year so that the terms are staggered;
- five tenured members-at-large, elected for three-year staggered terms;
- a chair (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which the chair was elected, i.e., School or member-at-large.
- Provost (ex-officio, non-voting)

Each member of the Rank and Tenure Committee receives one reassigned time each academic year of service. This reassigned time should not exempt committee members from honoring teaching commitments to January Term and Collegiate Seminar, as well as advising assignments.

If any person serving on the Committee (School representative or at-large member) is required to leave the Committee permanently within the first two months of the Committee's sessions, a replacement election must be held.

If any member serving on the Committee (School representative or at-large member) becomes ineligible to serve due to sabbatical or leave of absence, or is to be considered for a Rank and Tenure review during a year when that member would have been on the Rank and Tenure Committee, a replacement election must be held.

*Faculty Qualified for Election:*

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, or in the case of chairs and directors of graduate or professional studies academic units, whose instructional duties are not less than 2/6) and who have attained the rank of Associate Professor are eligible for membership-at-large.
2. For representatives of a School, to the qualifications in 1 are added: Members must be from the School electing them unless no one from the School is eligible; if a faculty member holds appointment in two Schools, the faculty member must choose the School of eligibility.
3. Members of the faculty are ineligible for election if they would be on sabbatical, or leave of absence, or being considered for Rank and Tenure review during the first year of service.
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 term of service on the Committee will be extended by one year or as long they are elected chair by the Committee. The member will retain the representation for which they were originally elected to the Committee. In such a case, if the member's term is extended by one or two years, the elected successor to the position filled by that member (School representative or member-at-large) will serve a term of three years minus the number of years the chair's term was extended. If the chair's term is extended to the three-year maximum, the elected successor to the chair's position (School representative or member-at-large) will serve a three-year term.

*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 must decide in which School voting will take place);
- c. All may vote in the final round to elect the representatives from each of the Schools.

*Election Procedures: Faculty Positions Other Than Chair*

1. The Rank and Tenure elections will take place during the Fall semester, with terms beginning the following academic year. After ensuring that sabbatical proposals have been reviewed by the Provost and President, the Office of Academic Affairs commences distribution of ballots no later than the first week of November. The elections will take place in the following election order:
  - a. Representatives of the School;
  - b. Members-at-large;
  - c. Replacement members.
2. Balloting is conducted during one "school week" (five school days in the under-graduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). The four nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot).
4. The election ballot contains the names of the nominees. The nominee receiving the largest number of votes is elected.

*Election Procedures: Chair*

Before the Rank and Tenure elections begin, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (see section 1.7.3.2. *Faculty Qualified for Election*, subsection 4.)

- a. At that meeting all current faculty members of the Committee who have actively served during that term must be present.
- b. Current members may be nominated by any other current member of the Committee. A nomination must be declined or accepted at that time.
- c. Nominations are closed when no other eligible members are nominated and accepted.
- d. The faculty members present vote until there is a winner with one vote more than 50% of those cast.

*Duties of the Chair*

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

*Role of the Provost:* Because the Provost and Executive Vice President makes their 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.

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

#### 1.7.3.4.1 Student Rank and Tenure Committee

*Role:* The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding tenure and promotion of tenure-track faculty. It is charged with supplying the Rank and Tenure Committee with formal written recommendations on these candidates.

*Membership:*

- chair appointed by the Student Body President
- five to six student members, including at least one graduate student. Appointed by the Student Executive Council

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

#### 1.7.3.5 Library Committee

*Role:* The Library Committee serves as an advisory resource to the Dean for Library and Academic Resources. The chair of the Library Committee serves as a liaison between the Dean for Library and Academic Resources and the Academic Senate. The chair of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Library resources, acquisitions and collection development;
3. The Library's strategic and financial planning;
4. Library services in support of the College's mission and in support of faculty's teaching, scholarly and creative work, and student learning.

*Membership:* The Committee consists of seven members:

- four tenure-track faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz Schools of Education, appointed by the Chair of the Committee on Committees, in consultation with the Deans of the respective Schools, for two-year renewable terms, appointments to be staggered
- one staff member appointed by the chair of the SMC Staff Council, for a two-year term
- one graduate student
- one undergraduate student, appointed by the Student Body President, ASSMC, for a one-year term
- Dean for Library and Academic Resources as an ex-officio member

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

### 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, at the request of the student:

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

*Membership:* The Committee consists of up to seven members:

- Vice Provost for Academic Success (ex officio and nonvoting)
- three members of the Committee on Undergraduate Advising, as chosen by the Director of Academic Advising;
- three students appointed by the Associated Students of Saint Mary's College President for one-year, renewable terms and confirmed by the Executive Council of that group.

*Procedures:*

1. When the student expects to appeal a decision by the Dean of their School and/or the Dean of the Core and/or the Registrar, or to appeal a grade given by an instructor (see 1 and 2 above), the student must file a notification to that effect with the Vice Provost for Academic Success within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see section 3.1.1 Academic Honesty Policy.)
2. The student is normally expected first to take their appeal to the instructor or administrator involved. If the student is not satisfied with the outcome, the student should next take the appeal to the department chair or to the appropriate academic administrator.
3. If the matter is not resolved in step 2, the student will file a written statement of appeal with the Vice Provost for Academic Affairs. The Vice Provost will notify the appropriate instructor, department chair, and the School Dean or the Dean of the Core, as appropriate, that an appeal has been filed.
4. If the student decides not to pursue the appeal, they must advise the Vice Provost for Academic Success that the notification and/or statement of appeal be withdrawn.
5. The appeal must be brought to the Committee on Academic Appeals before one long term has elapsed since the term in which the cause for appeal occurred.
6. The Committee will not consider an appeal until and unless all the above avenues of informal resolution have been pursued.
7. The Vice Provost for Academic Success serves as the nonvoting Chair for each appeal hearing. Representatives of the two principals (a faculty member chosen by the student—a Christian Brother on staff may also serve this role—and a tenure-track faculty member chosen by the other principal, or in the case of an appeal of a decision by the Registrar's Office, a representative of that office not involved in the original decision) will present to the Committee the respective arguments of the two principals whom they represent. The two principals do not attend the meeting unless requested to do so by the Committee.
8. Minutes of the proceedings will be taken and kept on file in the Office of Academic Affairs. All proceedings and correspondence, and the minutes are confidential and will not be maintained in the student's permanent academic record.
9. In hearing an appeal, the Committee has authority to:
  - a. set time limits on presentation by representatives of the two principals;

- b. request written statements from the principals, if necessary;
  - c. determine if the principals are to appear before it;
  - d. consider during its *deliberations* all documents and any records considered by the initiating instructor or administrator; oral and/or written argument of both principals; additional evidence the Committee deems appropriate.
10. The Committee, upon reaching a majority decision, has the authority in the individual case to instruct the Registrar to waive an academic regulation or requirement, make an exception to an academic standard, or to change a grade.
11. The Vice Provost for Academic Success gives written notification of the Committee's decisions to the principals.

#### 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 of the Center for International Programs and reports annually to the Academic Senate and Vice Provost for Academic Success.

*Membership:*

- Director of the Center for International Programs (chair)
- Associate Vice President for Finance and Administration and Controller
- Assistant Dean of Students, or designee
- Dean of Admissions or designee
- Registrar
- four tenure-track faculty members appointed by the Chair of the Committees on Committees, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Kalmanovitz Schools of Education for three-year staggered terms, renewable.

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

#### 1.7.3.8 Human Research Institutional Review Board

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

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

The Vice Chair is formally appointed by the Institutional Office 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. The committee reports to the Provost and Executive Vice President or the Provost's designee.
2. In consultation with the IRB signatory, the provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.
3. The review of all proposals for human research submitted to the Committee by faculty, student or staff researchers to assure concordance with aforementioned guidelines.

The Committee receives proposals from:

- a. All faculty and staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
- b. Students who carry out research projects involving human subjects. Approval of the student's protocol by the faculty member sponsoring and supervising the research is to accompany the proposal to the Committee.
4. As needed, serve as the scientific review committee for disclosures of conflicts of interest related to externally sponsored research and, on the basis of the review, recommend to the Associate Provost for Faculty Affairs steps to manage or eliminate the conflict.
5. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Provost or the Provost's designee on the research approved.

*Membership:*

- Chair, a tenured faculty member
- 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 committee will consult with the College's 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. Additional participants may be invited to advise the Committee as needed (e.g. The College's Environmental Health and Safety Manager).

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

## 1.7.4 ACADEMIC SENATE COMMITTEES

### 1.7.4.1 Grievance Committee

A Grievance Committee is the group of five 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 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:

- 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 preemptory and without personal or professional prejudice.
- The Committee is reduced to five by lot by the chair of the Academic Senate.

The chair of the Academic Senate will ensure that the final Committee of five members be operative within five (5) school days from its creation. The Grievance Committee will determine its own chair.

For Grievance Procedures, see section 2.16.

### 1.7.4.2 Faculty Welfare Committee

*Role:* The Faculty Welfare Committee represents the tenure-track faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, fringe benefits, retirement benefits and by promoting and protecting faculty interest in matters concerning working conditions, such as workload, office space, administrative assistance, communications, and parking facilities. Members of the Faculty Welfare Committee will be responsible for attending the Employee Benefits Advisory Committee meetings, provide representation on the Campus Facilities Planning Committee, with the Chair of the Faculty Welfare Committee also responsible for attending the College's Budget Committee meetings and related committees/task forces established by the Provost.

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

*Membership:* The committee consists of four voting members:

- three tenured faculty members elected at large for staggered three-year terms. In the second year of their term that member becomes Vice Chair, and then Chair during their third year.
- one tenure-track non-tenured faculty member elected at-large for a one-year term.

The chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

*Meetings:* The Faculty Welfare Committee meets every two weeks at appropriate times as scheduled by the chair of the Committee. The Faculty Welfare Committee informs the Academic Senate of its proceedings regularly and/or on request. Agendas and Minutes of Open Meetings are posted on the Faculty Governance Webpage.

#### 1.7.4.3 The Committee on Committees

*Role:* The Committee on Committees is a standing committee of the Academic Senate, charged with conducting faculty elections (see section 1.6.1.1 Faculty Elections). In the spring of each year, the Committee compiles and distributes a Preference Survey under the direction of the Faculty Governance Coordinator. The Committee shall assign a first and a second preference to those individuals who do not submit a Preference Survey to committees where there is the greatest need. The Committee reports regularly through the election season to the Academic Senate and maintains a year-to-year list of faculty members serving in elected positions. The Committee regularly reviews committees' functions and effectiveness, reports on same to the Academic Senate, and, when warranted, recommends changes.

In order to help balance workload among the faculty, the Committee will work in conjunction with Academic Affairs to keep a database of all faculty service in order to centralize the committee appointment process and distribute the workload more equitably. The Chair of the Committees, in consultation with the members of the Committee, the deans, and chairs/members of the relevant service entities, shall appoint faculty members to positions on those committees and service entities that are not filled.

*Membership:* The committee consists of six members:

- vice chair of the Academic Senate, who serves as chair of the committee for one year
- four tenured faculty members, one from each School, elected for two-year, staggered terms
- the Faculty Governance Coordinator, ex-officio, non-voting

#### 1.7.4.4 Academic Administrators Evaluation Committee

*Role:* The purpose of the Academic Administrators Evaluation Committee is:

1. to help administrators improve their performance by providing them with assessment information;
2. to assist the College in making informed decisions regarding the retention/release of academic administrators;
3. to identify and communicate to the College the qualities and skills that the faculty think desirable in academic administrators. To further this purpose, the AAEC will review the full results of the evaluations and the academic administrators' interpretations of the results before making recommendations to the supervisor(s) each of the academic administrators. Further, the academic administrators who are being evaluated are strongly encouraged to share their interpretation of the evaluation data with the respective relevant faculty body(ies) under their jurisdiction. Assessment information is confidential and is to be retained only by Institutional Research upon completion of the evaluation.

The Committee is to design and conduct periodic, systematic, and confidential evaluations of academic administrators including School Deans, the Dean of the Core, the academic Associate and Vice Provosts, the Provost, and the President in order to assess their performance in matters

substantially affecting the academic life of the College. The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Associate and Assistant Deans, Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.

*Membership:* The committee consists of six members:

- Four tenured faculty members, one from each School, elected for two-year staggered terms
- chair of the Academic Senate, voting, ex-officio member
- Director of Institutional Research, non-voting ex-officio

Once the spring election cycle is complete, the current chair will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chair for the following year from among those who will then be serving on the committee.

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

#### 1.7.4.5 Undergraduate Educational Policies Committee

*Role:* The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate regarding the undergraduate curriculum of academic departments and programs. The Undergraduate Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of undergraduate programs and also how curricular and other decisions in one academic area have an impact on the College as a whole.

1. The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate on matters of undergraduate curriculum, especially:
  - a. changes to undergraduate education requirements of existing academic departments or programs;
  - 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;
  - c. all new credit and non-credit courses proposed for addition to the undergraduate College catalogue, as well as significant changes to existing courses; (Note that new and revised courses, degree programs and program modifications (including majors, minors, options, certificates, and subject matter preparation programs) are to be reviewed in accordance with the same review process, regardless of pedagogical technique.)
  - d. after a review of academic issues, the appropriateness of all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;
  - e. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs. When changes to departments or programs are proposed that substantively affect the Core Curriculum, the Committee will consult with the Core Curriculum Committee before making final recommendations to the Academic Senate.
2. The Undergraduate Educational Policies Committee creates and disseminates to all faculty guidelines for the development of "experimental course offerings" by departments and Schools. These guidelines include criteria for assessment after one and no more than two offerings. All individual course approvals should be based on both the guidelines and the way in which the course serves the overall curriculum of the department or program. The Committee encourages a dialogue and collegial relationship with individual instructors and with departments and programs concerning the planning of curriculum. Individual instructors



proposing courses or representatives of departments and programs may request a meeting with this Committee to discuss a proposal under consideration.

3. The chair of the Undergraduate Educational Policies Committee considers for approval applications from the Dean of the Core 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 Registrar's office, department chairs, School Deans, Dean of the Core and the Vice Provost for Academic Success, 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 chair 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 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)

The Chair has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work, for as long as needed.

The Vice-Chair is elected at-large for a two-year term serving as Chair in the second year. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

*Meetings:* This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

#### 1.7.4.6 Graduate and Professional Studies Educational Policies Committee

*Role:* The Graduate and Professional Studies Educational Policies Committee makes recommendations to the Academic Senate regarding graduate and professional studies programs admission and matriculation policies and regulations, curriculum, academic regulations, faculty and student evaluations associated with classroom activities. The Graduate and Professional Studies Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of graduate and professional studies programs and also how decisions in one area have an impact on the College as a whole.

The Graduate and Professional Studies Educational Policies Committee:

1. Reviews, recommends, and approves changes to the academic policies of the Graduate and Professional Studies handbook, such as admissions, residence requirements, and grading.
2. Makes recommendations to the Academic Senate on matters of graduate and professional studies curriculum, especially:
  - a. Approval of new programs, new concentrations within existing programs, certificates offered by graduate or professional studies programs, or significantly revised courses;

(Note that new and revised courses, degree programs and program modifications (including majors, minors, options, certificates, and subject matter preparation programs) are to be reviewed in accordance with the same review process, regardless of pedagogical technique.)

- b. discontinuance of current programs, concentrations within existing programs, certificates offered by graduate or professional studies programs;
  - c. academic considerations such as the proper role of technology in providing academic program (distance learning, etc.) or the impact of one program's proposed changes on the other departments or programs;
  - d. how graduate and professional studies programs relate to the stated Mission of the College and its three traditions.
3. Works to identify the unique educational aspects of graduate and professional studies education at Saint Mary's College and to increase faculty understanding of them, especially in the context of shared educational goals (as expressed in the Mission statement) that define both undergraduate and graduate and professional studies education at the College.
  4. Attends to the distinctive needs of graduate and professional studies students.
  5. Convenes meetings of the chairs and program directors of all graduate and professional studies programs, college-wide, to advise the Committee and to aid in its work as needed.
  6. Reviews academic regulations and graduation requirements, as advised by the Academic support and Achievement Programs, to insure College compliance with the Rehabilitation Act of 1973 (section 2.3.4 Section 504, Rehabilitation Act of 1973: Compliance).

*Membership:* The Committee is composed of seven voting members:

- the Chair
- the Vice Chair, who becomes Chair in the second year of their term, is elected at large from among the tenured faculty of the College who have taught at least six graduate or professional studies courses during the previous four academic years.
- three tenure-track faculty members who have taught at least six graduate or professional studies courses during the previous four academic years, elected so as to promote broad representation from each of the Schools with graduate and professional studies programs -- Education, Liberal Arts, and Economics & Business Administration
- 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)

The elected faculty members of the Committee serve two-year staggered terms.

The Chair has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

*Meetings:* This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

#### 1.7.4.7 Program Review Committee

*Role:* The Program Review Committee is to

1. Create clear guidelines regarding content and form for a systematic update of the Action Plan Progress of all undergraduate, graduate, and professional studies degree and non-degree programs on an annual basis. Create clear guidelines regarding content and form for a

- systematic review of all undergraduate, graduate, and professional studies degree and non-degree programs on an eight-year, rotating basis.
2. Maintain the records of Action Plan Annual Progress Dashboard updates and past and present program reviews.
  3. Remind each department and program of the Action Plan Annual Progress Dashboard updates.
  4. Administer the program review process following these steps:
    - a. The Committee notifies each department and program of the entire eight-year schedule, sending a special notice to individual programs and departments by October 15 of the academic year prior to the specified review date, with information on the guidelines and complete process.
    - b. Departments and programs are responsible for preparing a self-study, responding specifically to the guidelines created by the Committee and posted on the Academic Senate/Program Review Committee website.
    - c. This self-study is submitted simultaneously to the Committee and to the Dean of the School housing the program or the Dean of the Core, as appropriate; the Dean sends to the Committee a brief written evaluation by the requested deadline.
    - d. The Committee meets with the program faculty to discuss the self-study and draft of the action plan, 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 appropriate Dean, 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.
    - e. 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 eight-year action plan after the close of the review and submit it to the Provost, Dean, and Committee chair.
    - f. Subsequent reviews by the department or program must respond substantively to the previous review by the Committee, address the comments of the Dean, and note progress on the action plan as instructed on the review form.
    - g. The Chair of the Committee provides an annual report to the Academic Senate at the close of the academic year, including which programs and departments were reviewed, which programs and departments are delinquent, and any other recommendations from the Committee on future guidelines and process.
    - h. Departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the Academic Senate at the request of this Committee, and by order of the Academic Senate, all Undergraduate Educational Policies Committee or Graduate and Professional Educational Policies Committee actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.
    - i. The Committee has the authority as part of its evaluation to request interim reports on issues it deems need more immediate attention. Any such requests are added to the Program Review Committee master schedule of reviews, and the reports are submitted to the Dean, Provost, and Committee.
  5. Confirm adherence to the Credit Hour Policy (see 3.1.7 Undergraduate Credit-Hour Policy) through the program review process.

*Membership:* This Committee is composed of eight voting members:

- the Chair
- the Vice Chair, who is elected at large from among the tenured faculty of the College, and becomes the Chair in the second year of their term
- three tenure-track faculty, elected so as to promote broad representation from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education

- one tenure-track non-tenured faculty elected at large
- Member of Library professional staff (ex-officio)
- the Director of Assessment (ex-officio)

The elected faculty members of the Committee serve two-year staggered terms.

The Chair has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

*Meetings:* This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

#### 1.7.4.8 Admissions and Academic Regulations Committee

*Role:* After investigations and review, make recommendations for all non-professional undergraduate programs to the Academic Senate concerning:

1. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;
2. factors that affect admissions yield and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation (in conjunction with the Core Curriculum Committee), new student, pre-college orientation programs;
3. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification) (see also section 2.3.4 Section 504, Rehabilitation Act of 1973: Compliance);
4. graduation requirements (The Core Curriculum Committee and the Undergraduate Educational Policies Committee share responsibility with the Admissions and Academic Regulations Committee regarding graduation requirements, and these committees should work together on particular issues before making their individual recommendations to the Academic Senate.);
5. standards and evaluation processes for both faculty and students in connection with academic classes;
6. standards and evaluation processes of faculty academic advising in connection with student matriculation.

With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Educational Policies Committee.

*Membership:* This Committee consists of five members.

- the Chair
- the Vice Chair, who is elected at large from among the tenure-track faculty of the College, and becomes the Chair in the second year of their term
- two tenure-track faculty members who have taught at least six undergraduate courses during the previous three academic years, elected so as to promote broad representation from of the Schools of Economics & Business Administration, Liberal Arts, and Science
- Representative from the Registrar's Office, as designated by the Registrar (non-voting)

*Membership:* This Committee consists of four voting members: Four 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 Economics & Business Administration, Liberal Arts, and Science, and one elected at large

The elected faculty members of the Committee serve two-year staggered terms.

The Chair has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

*Meetings:* This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

#### 1.7.4.9 Faculty Committee on the Bookstore

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

*Membership:* The committee consists of four tenure-track faculty members appointed by the chair of the Committee on Committees, the choice of members to be as representative as possible. The members serve terms of two years, with terms staggered. The Committee selects its own chair.

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

#### 1.7.4.10 Committee on Faculty Development and Scholarship

*Role:* The Committee on Faculty Development & Scholarship serves as an advisory group to the Director of Faculty Development in maintaining a robust professional development program, with specific attention to rank and tenure support, career arc development, and leadership training. Along with developing, delivering, and/or organizing programs that support faculty development and scholarship, members promote and review sabbatical proposals; annual awards; and internal provost grants.

The Committee on Faculty Development & Scholarship

- reviews faculty sabbatical proposals, according to the guidelines in Sabbaticals (section 2.10.1), submitting to the Provost a list of those proposals deemed meritorious;
- reviews disputed applications from faculty members for awards from the Faculty Development Fund (see section 2.10.2 Faculty Development Fund Awards);
- publicizes and awards internal grants made available through the Provost's Office;
- publicizes and determines faculty annual awards;
- identifies faculty needs for rank and tenure support and career arc development, and organizes programming toward target needs and goals;
- develop initiatives to retain pre-tenured faculty in response to the College's strategic priorities in the area of faculty professional development support;
- evaluates the impact of programming and funding, and implements necessary action toward improvement; and
- collaborate with campus partners (e.g., Office of Research, Committee on Excellence and Equity in Teaching) to design in-demand support that promotes and sustains the teacher-scholar model.

*Membership:*

- Director of Faculty Development, Chair
- Three tenured faculty members, one elected from each School excluding the school already represented by the Faculty Development Director
- Members are elected on two-year, staggered terms
- One pre-tenured faculty at large
- Director, Office of Research (ex-officio)

The chair has the authority to invite other members of the community to participate in meetings.

*Meetings:* Meetings are scheduled approximately once a month, called by the chair of the committee. Committee members are expected to attend every meeting.

#### 1.7.4.11 January Term Program Committee

*Role:* The January Term Program Committee advises the Director of the January Term Program, and, with or through the Director the Dean of the Core on all matters pertaining to the academic governance of the January Term Program. The Committee develops policies for the January Term Program; reviews proposals for courses offered during that Program, including independent study proposals; supervises catalog publication for each January; evaluates preregistration results for the Program; recommends policy regarding coordination with other 4-1-4 colleges; recommends and reviews other activities undertaken in January; and reviews, assesses and evaluates each January Term at its conclusion. Modifications in the Learning Outcomes and structure of the January Term Program are made in coordination with the Core Curriculum Committee.

*Membership:*

- Director of the January Term Program, chair
- five tenure-track members of the faculty who have taught at least two January Term Program courses in the previous ten years, serving staggered, three-year terms, three of whom shall be elected, respectively, one from the School of Liberal Arts, one from the School of Economics and Business Administration, and one from the School of Science, and four of whom shall be elected at large
- one non-voting, *ex officio* representative from the Office of the Registrar

#### 1.7.4.12 Collegiate Seminar Governing Board

*Role:* The Collegiate Seminar Governing Board advises the Director of the Collegiate Seminar and, with or through the Director, the Dean of the Core, on all matters pertaining to the academic governance of the Collegiate Seminar, assists with tasks such as class observation reports, performance evaluations of contingent faculty, and program reviews. Modifications in the Learning Goals and Outcomes for Seminar and the structure of Seminar are made in coordination with the Core Curriculum Committee.

*Membership:*

- the Director of the Collegiate Seminar (Chair)
- two tenure-track members from the School of Liberal Arts
- one tenure-track member from the School of Science
- one tenure-track member from the Kalmanovitz School of Education
- one tenure-track member from the School of Economics and Business Administration
- the Director of the Center for Writing Across the Curriculum or designee chosen in consultation with the Chair of the Collegiate Seminar Governing Board
- the Collegiate Seminar's Liaison with the Liberal Education for Arts Professionals and BA in Leadership Program
- one faculty member representing faculty of the Integral Curriculum of Liberal Arts
- one representative of the Christian Brothers
- one salaried or per-course adjunct faculty member
- one student representative, appointed by the Director of the Collegiate Seminar in consultation with the President, Associated Students of Saint Mary's College

*Eligibility:* The tenure-track members, who are expected to have taught a minimum of three (3) Collegiate Seminar courses (including initial co-teaching assignments), are elected on the general faculty ballot administered by the Committee on Committees.

*Terms:* The tenure-track members serve three-year terms. If elected to consecutive terms, a tenure-track member may be re-elected to the Board only after an interregnum equal to one term. The other members serve one-year terms.

#### 1.7.4.13 Core Curriculum Committee

*Role:* “Core Curriculum” signifies the foundational and essential learning expected of all undergraduate students at Saint Mary's College (as articulated in Learning Goals, Outcomes, and Rationales) and the processes, primarily coursework in the designated courses, by which students achieve that learning. Under the leadership of the Chair, and with assistance from the Working Groups, the Core Curriculum Committee develops and proposes to the Academic Senate policy regarding all general education requirements, known as the Saint Mary's Core; administers, evaluates, and disseminates policy governing the Core; conducts course/experience review—for designation and designation renewal; conducts assessment of student learning; conducts assessment and development of the Core as a whole and in its elements; develops intra- and extramural presentation of the Core via catalogues, course lists, published guidelines, workshops, etc.; develops and maintains a public handbook of its decision-making protocols. When the Committee proposes changes to the Core that substantively affect undergraduate departments or programs, it will consult with the Undergraduate Educational Policies Committee before making final recommendations to the Academic Senate.

*Membership:*

- The Chair of the Core Curriculum Committee (chair, voting), selected as indicated below;
- Four elected tenure-track members of the faculty who have taught at least 18 units of undergraduate courses during the previous three academic years: one elected from the School of Liberal Arts, one from the School of Science, one from the School of Economics and Business Administration, and one from the faculty at large, for staggered, three-year terms;
- Director of Collegiate Seminar (ex officio, voting in matters of policy, but not course designation);
- Director of January Term (ex officio, voting in matters of policy, but not course designation);
- Dean of the Core (ex officio, non-voting);
- Director of Academic Advising or designee (ex officio, voting in matters of policy but not course designation);
- Vice Provost for Institutional and Educational Effectiveness (ex officio, non-voting);
- Representative from the Library, as designated by the Dean for Library and Academic Resources (ex officio, non-voting);

*Chair Duties:*

- As the Core Curriculum Committee's executive, the Chair facilitates the Core's day-to-day operation; the Chair receives yearly reassigned course equivalences commensurate with the office's demands.
- The Chair, on behalf of the Committee, is responsible for bringing to the Academic Senate proposals regarding matters of academic policy and curricular implementation and oversight of the Core.
- The Chair reports administratively to the Dean of the Core (e.g., impact of the Core on students, faculty, programs, and other administrative units; staffing decisions; personnel and budgetary needs; national conversations on and involvement in general education; and student petitions).
- The Chair is responsible for communicating with the Vice Provost for Institutional and Educational Effectiveness to ensure the assessment of the Core Curriculum meets WSCUC standards.

*Chair Selection:* The Chair is selected for a three-year term by the following process:

1. The Chair of the Academic Senate will solicit nominations and applications. Normally these nominees are tenured members of the faculty who have previously served on the Core Curriculum Committee.
2. The elected faculty members of the Committee and the outgoing Committee Chair will conduct a confidential review of applications and forward endorsed candidates to the Dean of the Core.
3. The Dean of the Core will review the list, narrow it as necessary, and forward it to the Academic Senate.
4. Following review in closed session, the Academic Senate will appoint a Chair from this list or restart the process from Step 1.

A Chair wishing to resign before the end of their term must inform the Chair of the Academic Senate in writing. If the Chair position becomes vacant for any reason, the Senate Chair will initiate a new selection process. If the Chair is unable to perform their duties the Dean of the Core and Chair of the Academic Senate will appoint a temporary replacement with a defined schedule for the selection process of the new Chair.

*Meetings:* The Core Curriculum Committee is convened according to a schedule drawn up by the Chair.

#### 1.7.4.14 Core Curriculum Working Groups

*Role:* Core Curriculum Working Groups function as subcommittees of the Core Curriculum Committee. Working Groups are convened by the Chair of the Core Curriculum Committee, each with specific responsibilities for maintaining the integrity of the Core Learning Goals.

There are five Working Groups:

- the Habits of Mind Working Group,
- the Engaged Learning Working Group,
- the Identity, Power and Equity in the U.S. Working Group,
- the Global Issues and Perspectives Working Group, and
- the Assessment Working Group.

The Habits of Mind Working Group consists of the Core Curriculum Committee Chair, the Jan Term Director, the Director of Collegiate Seminar, the Director of Composition, the Director of the Center for Writing Across the Curriculum, the Dean of the Core, and a representative of the Library.

The Engaged Learning Working Group, the Identity, Power, and Equity in the U.S. Working Group, and the Global Issues and Perspectives Working Group are each chaired by an elected member of the Core Curriculum committee, as determined by the Chair of the Core Curriculum Committee and consists of at least three other tenure-track members of the faculty serving two-year terms. These Working Groups recommend to the Core Curriculum Committee, for inclusion in the core curriculum, courses that fulfill outcomes under the respective learning goals, according to guidelines established by the Core Curriculum Committee. They also perform assessment of student learning in the designated courses, and using those results, develop action plans and recommendations to further student learning and maintain the integrity of the Learning Goals.

The Assessment Working Group is co-chaired by a Core Curriculum Committee faculty elected member and the Vice Provost for Institutional and Educational Effectiveness and consists of at least three other tenure-track faculty members serving one-year terms. The Assessment Working Group focuses on the assessment of student learning in the courses designated in Christian Foundations and Theological Explorations, Math, Science, Social Science, Arts and Humanities, and using those results, develop action plans and recommendations to further student learning and maintain the integrity of the Learning Goals.



The Working Groups are appointed by the Chair of the Committee on Committees, based on the recommendation of the Chair of the Core Curriculum Committee.

#### 1.7.4.15 Committee on Undergraduate Academic Advising and Student Success

*Role:*

1. Develop the first year advising curriculum and advising on the first-year experience;
2. Create standards and expectations for faculty members involved in all levels of advising;
3. Assessing and recommending changes to the advising program on an on-going basis;
4. Serve as the Pre-Enrollment Group enrolling first time first year students into classes, both fall entrants (in the summer) and those who enter in the spring;
5. Support transfer student enrollments;
6. Serve on the Academic Recovery Review Board (see FHB 1.7.5.2) determining whether to disqualify or put on probation those undergraduate students whose GPA is below 2.0.
7. Serve on the Committee of Academic Appeals (see FHB 1.7.3.6) hearing appeals from undergraduate students concerning courses, standards, academic regulations and requirements for graduation, as well as appeals regarding grades given by instructors.

*Membership:* The committee consists of seven faculty members

- Director of Academic Advising, Chair
- Associate Director of Student Success and Transfer Advising
- Five tenure-track faculty members, appointed by the Chair of the Committee on Committees based on the recommendations of the Director of Academic Advising.

The five tenure-track faculty members will have completed a minimum of one year as an advisor in the First Year Advising Cohort Program and should provide a breadth of experience across the undergraduate curriculum, preferably with at least one member from each of the School of Science, School of Liberal Arts, and School of Economics and Business Administration. They will receive compensation commensurate with the workload.

The Chair may include relevant staff members when necessary to complete the necessary responsibilities.

*Terms:* Faculty commit to a two-year term. An effort will be made to stagger member's terms.

*Meetings:* The Committee on Undergraduate Academic Advising and Student Success is convened according to a schedule drawn up by the Chair.

#### 1.7.4.16 Center for Equity and Excellence in Teaching

*Role:* The Center for Equity and Excellence in Teaching serves as a space for faculty at all stages in their career to innovate curriculum and course designs and to enhance and enrich their student-centered teaching practice grounded in Saint Mary's mission statement and the Lasallian core principles. Specifically, the Center promotes the following activities and initiatives:

1. Equity-minded, evidence-based practices in curricular innovation and pedagogical enhancement;
2. Activities that build a sense of community among SMC faculty united with their vested interest in student-centered education for the students in undergraduate, graduate, and professional programs;
3. Cross-institutional collaboration through coordination with the campus partners that support faculty development, rank and tenure, student success, co-curricular programs, and educational technology;
4. Seamless and intentional integration of curriculum, pedagogy, institutional data, and assessment practices in a way that aligns with the current national landscape and exemplary practices of teaching and learning quality assurance in higher education; and
5. Focused programing, funding, and resource sharing to advance our teaching and learning.

The Center is co-led by a Faculty Chair and Director who work together to realize the mission of the center.

*Chair of the Center for Equity and Excellence in Teaching:* The Chair is expected to work closely with faculty to initiate programming of workshops, support their innovation and enhancement of teaching and pedagogy, and promote accountability for continued improvement. They are to

- Develop a culture of continual improvement in teaching, pedagogy, and course design. This includes supporting initiatives arising from the faculty, creating, maintaining, and administering internal funding and grant opportunities, and providing mechanisms to improve accountability for continual improvement.
- Identify opportunities for improvement or innovation in teaching and learning and provide infrastructure to facilitate a course development or pedagogical enhancement workshop series.
- Coordinate with the DEI leadership to develop GUIDE Tier II workshops on teaching.
- Work with the director to seek external partnership, funding, and grant opportunities, and help faculty pursuing these opportunities.
- Develop a robust faculty teaching mentoring program to support pedagogical enhancement and R&T process. This includes confidential consultation, as well as identifying and supporting class observers.
- Work with the Director to develop funding opportunities for innovation in teaching and learning, encourage and review faculty grant submissions, and facilitate the selection.

The Chair is a tenured member of the faculty who is appointed to a 3-year term by the Executive Vice President and Provost.

*Director of the Center for Equity and Excellence in Teaching and Educational Technology:* The Director is expected to provide continuity in the function of the center and to serve as a liaison between the Academic Affairs and the Chair to advance the institutional priorities, utilize assessment-informed data and evidence for planning, and build budget. They are to

- Perform the administrative and managerial duties for the Center, including developing strategic priorities in collaboration with the Academic Affairs, budget planning and approval, and other evaluation and decision-making responsibilities.
- Work with the Center's administrative staff coordinator to maintain the record keeping and website updates.
- Direct the EdTech and lead ongoing initiatives. This includes identifying opportunities for improvement or innovation in teaching and learning that can be enabled by educational technologies and/or facilities and providing ongoing guidance and recommendations to the Associate Vice President and Chief Information Officer, the EdTech, and the Campus Facilities Planning Committee.
- Actively seek external funding and inter-institutional collaboration opportunities.
- Support initiatives arising from the faculty that advance excellence in the use of technology in teaching and learning.
- Stay abreast of best practices and work with the executive and co-directors to recommend policies to the Senate regarding technology matters on campus, such as policies for online/hybrid programs. When needed, the Senate will be asked to develop a task force or a working group to respond to the specific task at hand.
- Assist faculty navigate the online/hybrid course conversion process.
- Work with the Chair to develop funding opportunities for innovation in teaching and learning, encourage and review faculty grant submissions, and facilitate the selection.

## 1.7.5 STUDENT LIFE COMMITTEES

### 1.7.5.1 Disciplinary Hearing Board

*Role:* The Disciplinary Hearing Board determines responsibility of students for their conduct when an allegation has been made against them that they have engaged in sexual assault, non-consensual sexual contact, intimate partner violence, sexual misconduct, stalking and/or retaliation in violation of College policy. A Disciplinary Hearing Board may also convene and determine responsibility concerning individual student and/or student organization disciplinary situations involving egregious alleged violations of the Code of Student Conduct and College policies that may result in suspension or expulsion. The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Students or designee.

It is expected that the Disciplinary Hearing Board panel for each case will act ethically in their duties and responsibilities and will disqualify themselves if they believe they cannot be impartial and/or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the complainant, the respondent, and any witnesses before, during, and after the process consistent with applicable laws and College policy governing student privacy rights. In addition, the Dean of Students, or designee, will decide, at their sole discretion, whether a Disciplinary Hearing Board panel member can be impartial and will remove anyone whom they determine is unable to be impartial or respectful of the confidentiality of the process and the privacy of the individual(s) involved. The Dean of Students, or designee, will provide training and orientation sessions for the Disciplinary Hearing Board members at least annually.

*Membership:* The Disciplinary Hearing Board consists of a pool of trained faculty and staff. The Dean of Students, or designee, determines membership for each panel from faculty nominated by the Chair of the Committee on Committees, and other staff or faculty of the College as recommended to the Dean of Students, or designee. A Disciplinary Hearing Board panel is made up of three (3) members of the Disciplinary Hearing Board.

*Meetings:* Disciplinary Hearing Board panels are convened and meet on an as-needed basis as determined by the Dean of Students or their designee. Three (3) members of the Disciplinary Hearing Board pool will be called to sit on a Disciplinary Hearing Board panel based on availability, impartiality, and experience.

### 1.7.5.2 Academic Recovery Review Board

*Role:* The Board is charged with determining whether to disqualify or put on probation an undergraduate student whose GPA is below a 2.0. The case of each student, who has an appeal on file, is discussed and reviewed. In order to come to a decision, the Board members will either build consensus or will take a vote where consensus is not feasible.

Thus, each member is to provide:

- Their recommendation regarding each student
- Insight into coursework and other specific knowledge regarding the school they are representing
- Advocate for a decision depending upon information

The Chair's role is to mitigate in cases that are challenging or ambiguous.

The Board will also provide any stipulations as needed as appropriate, e.g. participate in Project Success or Academic Success, recommend change of major, meet with advisor and/or coach, contact Counseling and Psychological Services and Student Disabilities Services, etc.

*Membership*

- Assistant Director, Student Success Office
- Student Success Coordinator

- Three members of the Committee on Undergraduate Advising, as chosen by the Director of Academic Advising
- Registrar
- Dean of Students
- Division of Academic Success representative

*Meetings:* The Board meets upon a schedule drawn up by its Chair. Generally, the meetings occur after fall and spring grades have been posted, and the Registrar has reviewed grades.

## 1.7.6 FINANCE COMMITTEES

### 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. Make recommendations regarding the College's budgetary processes.
3. 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 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:

- Vice President for Finance and Administration – Chair
- Provost and Executive Vice President
- Vice President for Strategic Partnerships and Advancement
- Two Academic Deans
- Chair and Vice-Chair of Academic Senate (or designees)
- Chair of Faculty Welfare Committee (or designee)
- Staff Council representative
- Two Directors/Vice Presidents
- One Other member of the President's Senior Staff
- Associate Vice President for Finance/Controller

*Administrative Support for the Budget Committee:* The Assistant Controller/ Budget Officer shall provide administrative support for the Budget Committee.

#### 1.7.6.2 Technology Planning and Policy Committee

*Role:* The Technology Planning and Policy Committee reviews proposals related to the College's technological needs and recommends initiatives consistent with the College mission and the strategic plan; recommends technological priorities to the Senior Staff; 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 the Chief Information 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
- Registrar
- Student Life
- Students (undergraduate and graduate)

#### 1.7.6.3 Campus Facilities Planning Committee

The Campus Facilities Planning Committee, which is advisory to the President, provides the means for institutional facilities planning through the review of plans and standards for the physical development of the campus.

*Role:* The Campus Facilities Planning Committee advises the President on the physical development of the campus and in this capacity will:

1. Review and make recommendations on amendments to the approved campus master plan.
2. Review and make recommendations on all other plans, policies, and standards that impact the development of the campus.
3. Review and make recommendations regarding the application and impact of approved plans, policies, and standards on all proposed major campus facility projects.
4. Develop and make recommendations on the annual and five-year Capital Budgets for inclusion in the annual budget process

Guidelines for the Campus Facilities Planning Committee

1. Make recommendations regarding plans, policies, and standards for the development of the campus that reflect and honor the College's mission and traditions.
2. Make recommendations for the best use of the physical resources of the campus that further the strategic initiatives of the College.

3. Make recommendations for the best use of the physical resources of the campus that preserve or enhance the College's existing architectural aesthetic.
4. Make recommendations regarding the orderly, efficient, and attractive physical development of the campus giving particular attention to financial, functional, aesthetic, and sustainable considerations.

Each member of the Campus Facilities Planning 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.

*Membership:*

- Vice President of Facilities, 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
- Chief Information 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 for Student Life or Designee

The Department of Facilities Services shall provide administrative support for the Campus Facilities Planning Committee.

1.7.6.4 Employee Benefits Advisory Committee

Employee benefits are an integral part of faculty and staff compensation, but moreover they represent our values in how we treat all members of the College community. Using Lasallian principles, we must, to the best of our ability and resources, offer a program of benefits that support the unique needs of faculty and staff and their specific circumstances.

The Employee Benefits Advisory Committee is to assist and advise the Vice President for Finance and Administration in shaping and funding the employee benefit program offered by Saint Mary's College of California and to help assure that individual benefit plans are being managed in the best interests of program participants and of the College. The Saint Mary's College Employee Benefits Program includes health and welfare plans, retirement plans and other benefits plans offered by the College as well as the consideration of other employee benefits plans not yet offered by the College.

*Guidelines for the Employee Benefits Advisory Committee*

The Committee shall be guided in its efforts by:

1. Making recommendations that reflect and honor the College's mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.

*Duties of the Employee Benefits Advisory Committee*

The members shall fulfill their duties by:

1. Becoming familiar with the objectives, design and key documents for each existing benefit plan.
2. Monitoring the administration of existing benefit plans in accordance with plan documents and objectives.
3. Making recommendations to the Vice President for Finance and Administration regarding objectives, design, provider(s), administration, and employee and/or employer funding levels for benefit plans.
4. Assessing proposed new benefit plans, including the need for and potential benefits and costs.
5. Reviewing annual benefit plan audits where available and appropriate.
6. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
7. Providing input on program effectiveness and acceptance by fellow faculty and staff members.
8. Acting as a communication conduit to your fellow faculty and staff members on the activities and information disseminated in Committee meetings and as agreed to in Committee meetings.
9. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

*Membership:* Committee members shall serve one-year terms and are encouraged to serve additional terms to assure continuity of decision-making and the development of institutional memory. The membership shall include:

- Director of Benefits, Chair
- Associate Vice President of Human Resources
- Faculty Welfare Committee Members
- Staff Council's Compensation and Benefits Committee Members (4 maximum)
- Provost and Executive Vice President or designee
- Vice President for Finance and Administration
- Assistant Controller/Budget Officer

The Committee may be assisted in its work by subcommittees. Subcommittees may be appointed by the Vice President for Finance and Administration. The Human Resources Department shall provide administrative support for the Committee. Outside consultants may also be engaged to provide other types of support to the Committee.

#### 1.7.6.5 Retirement Benefits Committee

The Retirement Benefits Committee is established to assist and advise the Vice President for Finance and Administration in fulfilling oversight responsibilities with respect to the retirement benefit plans of Saint Mary's College of California and to help assure that the plans are being managed in the best interests of the plan participants and of the College. These plans include the Defined Contribution Retirement Plan, the Tax Deferred Annuity Plan, the Emeriti Retiree Health Plan and the Emeriti Grantor Trust.

*Duties:* The Committee shall fulfill its duties by:

1. Becoming familiar with the objectives, design and key documents for each plan.
2. Monitoring the administration of the plans in accordance with plan documents and objectives.
3. Becoming familiar with norms and legal standards for investment policy applicable to employee plans of the type maintained by the College.

4. Developing and recommending investment policy statements appropriate to each plan's objectives and that reflect prudent diversification of investments to address the life circumstances of all participants in the plans.
5. Monitoring investment performance against the investment policy statements and against appropriate financial market indices.
6. Monitoring the broader financial market conditions within which plan(s) investments operate.
7. Monitoring investment management fees and administrative fees charged to the plans and the participant accounts, both direct and indirect, including any limitations on or costs or assessments associated with an employee's ability to transfer or exchange contributions to another provider's contract or account.
8. Making recommendations to the Vice President for Finance and Administration regarding the suitability and selection of default investment options for undirected funds when a participant does not take steps to manage their account.
9. Making recommendations to the Vice President for Finance and Administration regarding custodians, fund sponsors and trustees for the plans.
10. Reviewing the annual audits of the plans.
11. Monitoring the selection of service providers and scheduling and content of investment education for employees participating in the plans about plan information, investment principles and financial planning and retirement, to be consistent with Department of Labor Interpretive Bulletin 96-1 and other regulatory guidance.
12. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
13. Reviewing and making recommendations on the objectives, design and administration of the plans.
14. Performing other duties as requested by the Vice President for Finance and Administration.

*Guidelines:* The Committee shall be guided in its efforts by:

1. Making recommendations that reflect and honor the College's mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.
4. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

*Membership:*

- Vice President for Finance and Administration, Chair
- Associate Vice President for Finance/Controller
- Associate Vice President, Human Resources
- Chair of Faculty Welfare Committee or Designee
- Chair of Staff Council or Designee
- Director of Benefits

The Human Resources Department and retirement services consultants shall provide administrative support for the Committee.

## 1.7.7 MISCELLANEOUS COMMITTEES

### 1.7.7.1 Joint Committee of Associated Students of Saint Mary's College, Staff Council, and the Academic Senate

*Role:* The Joint Committee of the Associated Students of Saint Mary's College, Staff Council, and the Academic Senate shares information about the work of the three bodies and explores common concerns. Liaison members report regularly to their respective committees on the substance of



joint committee discussions and the work of the other bodies, and propose any resolutions on the common concerns of the groups as seem warranted by their discussions.

*Meetings:* Meets at least twice a semester

*Membership:* Three students appointed by the Associated Students of Saint Mary's College president, three staff members appointed by the Staff Council chair, and three tenure-track faculty members appointed by the Chair of the Committee on Committees.

#### 1.7.7.2 Faculty Handbook Review Committee

*Role:* The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see section 1.8 Revision Procedures for the *Faculty Handbook*).

*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
- President
- Provost and Executive Vice President

The Faculty Handbook Coordinator may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* and members of the College community to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

#### 1.7.7.3 Cummins Institute

*Role:* The Bishop John S. Cummins Institute for Catholic Thought, Culture and Action seeks to deepen appreciation among all constituents of the campus community for the beauty, wisdom, vitality, and diversity of the Catholic Tradition. We do this by:

- Fostering a conversation between the Catholic tradition and contemporary intellectual life. The Institute understands the tradition of Catholic higher education as one of providing a context in which *fides quaerens intellectum*, "faith seeking understanding," can take place. The Institute is a resource for integrating the search for faith and reason throughout the curriculum and the academy.
- Promoting a sacramental understanding of reality and the vision that this world is "charged with the grandeur of God." The Institute understands that Catholic faith is not about the intellect alone, but that it manifests itself also in rich and varied cultural expressions: in liturgy and ritual, in literature and art, in music and dance, as well as in our daily lives as a campus community.
- Supporting all members of the community in leading lives that are respectful of human dignity and responsive to social justice concerns. The Institute promotes the principles of Catholic Social Teaching and endorses initiatives developed by its representative groups and other members of the community that aim to inculcate habits of the heart and faith and zeal for transforming lives.

*Membership:*

Serving by Position

- Chair of Theology & Religious Studies
- Vice President for Mission
- Director of the Henning Institute
- Director of CILSA
- Director of Mission and Ministry
- Vice Provost for Student Life

- Dean, School of Liberal Arts
- ASMC Student Representative
- Student Representatives

Representatives appointed by the President and Provost

- One academic dean
- One student life dean
- One Christian Brother representative
- SMC Chaplain
- One faculty representative from the School of Science
- One faculty representative from the School of Liberal Arts
- One faculty representative from the School of Business and Economics
- One faculty representative from graduate school
- One faculty at-large
- One staff representative

## 1.8 REVISION PROCESS OF THE FACULTY HANDBOOK

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

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

The revision process has two types of procedures:

1. Material in Category (a) is routinely collected and updated by the Faculty Handbook Coordinator for each revision of the *Handbook*. When in doubt about the nature of the material, the Coordinator should consult with the chair of the Academic Senate and the Provost (and, when appropriate, the President) before making those revisions.
2. Changes or additions to material in Categories (b) and (c) are collected through the academic year by the Faculty Handbook Coordinator. Material proposed by the Academic Senate requires the approval of the Provost; material proposed by the administration and/or the Provost requires consultation with the Academic Senate. The Faculty Handbook Coordinator distributes to members of the *Faculty Handbook* Review Committee all changes or additions in categories (b) and (c). Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are made by the Coordinator. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.

The Faculty Handbook Coordinator is responsible for publishing and updating the *Faculty Handbook*. Entries that have been revised bear a notation to that effect on the pages of the Index, which record changes over several years. In addition, all the changes for a given year are presented in order in a separate section following the Index, with strikeouts indicating eliminated words and passages and bolding indicating added words and passages.