

2017

2.5 Rank and Tenure Records

Saint Mary's College of California

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RANK AND TENURE RECORDS

2.5 FACULTY RANK AND TENURE FILE

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

FACULTY RANK AND TENURE ROSTER

- 2.5.2 By July 15th of each year, the Provost will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final *Faculty Roster* of tenure-track faculty (those who hold academic rank and who carry a full-time instructional load per scholastic year, those in the above category whose instructional and/or administrative duties have been the equivalent of a full-time instructional load, and those in the above category who (1) are on official full- or part-time academic, sick, family or medical leave, or pregnancy leave; (2) have tenure and are on sabbatical; (3) have tenure and have taken the option of a reduction in the full-time instructional load). The *Faculty Roster* will include the rank and number of years teaching at the College and at other colleges and the tenure status of each member.