

SAINT MARY'S
COLLEGE OF CALIFORNIA

FACULTY HANDBOOK

2019-2020

Disclaimer Regarding The Mention of Contingent Faculty in this Handbook

The 2019-22 **Collective Bargaining Agreement** governs the employment conditions of the contingent faculty. No mention of contingent faculty in this document can be construed to hinder or conflict with the Collective Bargaining Agreement.

Notice of Handbook Applicability

The information given in this Faculty Handbook of Saint Mary's College of California is accurate as of July 2019, with the exception noted in the contingent faculty disclaimer on the previous page.

This is the *Faculty Handbook* referred to in the Faculty Letters of Appointment. To the extent that there is a conflict between the contents of the *Faculty Handbook* and those of any other faculty manuals or handbooks, this *Faculty Handbook* takes precedence. When a faculty member has been authorized to act in an administrative capacity (such as President, Provost, Vice Provost, Dean, Department Chair/Program Director), to the extent that the person's job responsibilities are not pedagogical but administrative and supervisory, the relevant portions of the *Staff Handbook* apply and take precedence.

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability.

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SAINT MARY'S COLLEGE OF CALIFORNIA

FACULTY HANDBOOK 2019-20

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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, and at least two-thirds must be on the faculty or administration of the College. The Members have the sole and exclusive power and authority to:

- consent to amendment of Articles of Incorporation;
- repeal the bylaws of the Corporation and adopt new Bylaws;
- consent to any amendments to the Bylaws which adversely affect the rights of Members;
- consent to dissolution of the Corporation;
- consent to merger of the Corporation or sale of all or substantially all of its assets.

The Members conduct a regular meeting once every three years. Special meetings may be called by the Board of Trustees, by the chairperson of the Board, by the President, by the Brother Visitor, or by any one Member.

1.3.2 THE BOARD OF TRUSTEES

The governance of the College is ultimately entrusted to the Board of Trustees. The number of Trustees shall not exceed 32, of whom not less than six nor more than ten shall be professed religious of the Brothers of the Christian Schools. Members by right are the Brother Visitor and the President of the College. The other members of the Board are elected by the Board to three-year terms. No Trustee shall hold office for more than three (3) successive terms except, (a) a Trustee in the final two years of the Trustee's third consecutive term who is nominated and elected or reelected to serve as Chairperson of the Board, or (b) those Trustees who hold office ex-officio. A person who has served as a Trustee for three (3) successive terms may be elected to serve again after the expiration of one (1) year. In addition to the 25 members of the Board, there are seven participants to the Board, the President of the Alumni Association, the faculty representatives of the College, the chairperson of the Staff Council, two (2) Christian Brothers who serve at the College and are members of the Saint Mary's or Joseph Alemany Communities, respectively, the President of the Board of Regents and the President of the Associated Students of Saint Mary's College. The participants share in the non-executive and non-privileged deliberations of the Board, may be invited to serve on committees, but are not entitled to vote.

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 Chairperson 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 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. To assist him in management, he shall have the right to employ the Provost and one or more Vice Presidents, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the Provost and the Vice Presidents and other officers and 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 report to the Board of Trustees at each regular meeting on problems and progress of the College and shall make an annual report to the Board on the operation and condition of the College.

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

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

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

Vice President for Finance and Administration: The Vice President for Finance and Administration shall 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.

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 the described position, as maintained by the Human Resources Office and Academic Affairs.

1.4.1 THE PRESIDENT

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

The administrative staff of the President consists of the Provost, the Vice President for Finance and Administration, the Vice President for Advancement, the Vice President for Mission, the Director of Athletics and Recreational Sports, the Executive Assistant to the President, and the General Counsel.

1.4.1.1 General Counsel

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

1.4.1.2 Director of Athletics and Recreational Sports

The Director of Athletics and Recreational Sports reports to the President and administers the intercollegiate and recreational sport programs and the facilities of the College dedicated to these activities. The Director recommends to the Provost the appointment of all coaches and support staff and is responsible for: the Athletic Department's budget; NCAA, WCC, and other relevant athletic compliance and regulatory matters; grant-in-aid administration for athletes; athletic marketing and promotions, media relations, and fund raising. The Director provides coordination and leadership for the Campus Athletic And Recreational Sport Committee (see 1.7.3.10). The Senior Woman Administrator works closely with the Director on all matters and provides coordination and leadership for the Student-Athlete Advisory Committee. The Director is a member of the Cabinet. The Director, under the leadership and direction of the Provost, 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, Advancement, College Communications, Staff Council, Academic Senate, Regents, and Trustees.

1.4.2 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the Provost is vested with authority commensurate with such responsibility. The Provost recommends to the President the appointment, promotion, and retention of Vice Provosts, Deans, administrative staff, and all faculty. The Provost is a member of the President's Cabinet, chair of the Provost's Academic Council of Deans, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the Provost to whom responsibility and commensurate authority are delegated are the Vice Provost for Academic Affairs, the Vice Provost for Enrollment and College Communication, the Vice Provost for Student Life, the Deans of the Schools, the Dean of the Core, Dean for Library and Academic Resources, the Chief Technology Officer, the Director of Institutional Research, the Director of Faculty Compensation, the Director of Assessment, and the Director of Business Operations.

1.4.2.1 Vice Provost for Academic Affairs

See 1.4.8

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 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 his/her administrative staff and of full-time faculty; appoints all part-time faculty; consults with the Provost on all matters relating to substantive revision of the academic policies and programs of the School and the appointment of chairpersons; collaborates with other Deans and with the Vice Provost for Academic Affairs in matters of mutual concern and especially with those involving overlapping policies, programs and faculty. There is a Dean for each of the four schools: Economics and Business Administration, Education, Liberal Arts, and Science.

1.4.2.2.2 Dean of the Core

The Dean of the Core is appointed by the Provost for a term mutually agreed upon and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the core undergraduate programs at the College: Collegiate Seminar, January Term, the Core Curriculum, the Honors Program and the First Year Advising Cohort. The Dean reports to the Provost and recommends the appointment, promotion, and retention of his/her administrative staff and contingent faculty; consults with the Provost on all matters relating to the substantive revision of the academic policies and programs of the Core and the appointment of Directors of January Term, Collegiate Seminar, Advising, and the Honors Program, as well as the Chair of the Core Curriculum Committee, collaborates with other Deans and the Vice Provost for Academic Affairs in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

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 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 chairperson, the description of responsibilities and authority given under 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 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 Teaching, Learning 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 Teaching, Learning 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 chairperson, for the organization and development of the program and the appointment, evaluation and development of faculty in the program. (This entails the basic responsibilities of a 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.

1.4.2.3.3 Director of January Term

The Director of the January Term is appointed by the Dean of the Core. The Director is responsible, in collaboration with the January Term Committee (1.7.4.11), of which the Director is chairperson, for the organization, development and evaluation of the January Term program, for the provision and appropriate staffing of needed courses in the context of the January Term, for approving courses proposed by faculty for the January Term in consultation with the January Term Committee, for the evaluation of faculty teaching in the January Term program and for exercise of appropriate jurisdiction over all faculty teaching in the program.

1.4.2.3.4 Director of Catholic Institute for Lasallian Social Action

The Director of the Catholic Institute for Lasallian Social Action is appointed by the Vice Provost for Academic Affairs, 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 Affairs, and is responsible for the oversight of the Center for International Programs. This center provides study abroad opportunities to Saint Mary's students and

supervises the Intensive English Program. In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs. The Director is advised by the International Programs Coordinating Committee (1.7.3.7).

1.4.2.3.6 Director of Assessment

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

1.4.2.3.7 Director, Office of Research

The Office of Research is appointed by the Provost, 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. Organize instruction (course assignment, course scheduling) and develop instruction (new courses, teaching effectiveness) within the department for the academic year;
- b. Hold regular, minuted departmental meetings;
- c. Ensure timely completion of the Program Review and Assessment process and accreditation documents, as applicable;
- d. Submit department budget proposals and exercise control over expenditures in the approved budget;

- e. 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;
 - f. Oversee the student recruitment and admissions process, as appropriate;
 - g. Ensure that students in the department are being appropriately advised.
2. 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. Manage a process of regular class visitation of departmental members: submit written evaluations of class visits to evaluated faculty and to their departmental files, and consult with faculty over their evaluations;
 - d. Review and discuss the implications of student and peer evaluations with all department faculty.
3. Rank and Tenure Review
- It is the responsibility of the chair to:
- a. Be familiar with and follow the procedures of the Rank and Tenure Committee as these pertain to the chair;
 - b. Maintain a current file for each tenure-track member of the department with relevant material of candidates for rank and tenure review; keep informed on candidates subject to interim review, those eligible for tenure, and those eligible for promotion; collect appropriate materials to be presented to tenure-track members of the department to assist them in their evaluation of the candidates;
 - c. Be responsible for the timely placement of the departmental forms in the candidate's rank and tenure file and of the formal letter from the chairperson for candidates subject to interim review, and of any appropriate letters of recommendations on candidates (see Rank and Tenure Procedures, section 2.6.2.2);
 - d. Visit the classrooms of faculty moving toward tenure and being considered for promotion at least once per term. For faculty moving toward tenure, a second classroom visit by a tenure-track faculty member (who may or may not be the chair) is expected each term.
 - e. Review student evaluations of the candidates, especially the opinions of departmental majors;
 - f. Coordinate a formal review of faculty up for interim, tenure, and promotion reviews. Work with the department or program to evaluate the faculty member's rank and tenure progress. Write Form B on behalf of the department or program. Represent any minority opinions in the department or program. Submit Form B directly to the Rank and Tenure Committee; share and discuss the written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee.
4. 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 Technology Officer

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

1.4.2.6 Chief Diversity Officer

The Chief Diversity Officer is appointed by the Provost and is responsible for developing relationships with the Cabinet and other college wide campus leaders to build a comprehensive inclusive excellence vision and plan for the College. The Chief Diversity Officer provides program management for the College Committee for Inclusive Excellence, serves as the Chief Diversity and Inclusion spokesperson for the College, and is responsible for generating ongoing diversity reports and updates to the President and Cabinet. The Chief Diversity Officer collaborates with the Center for Learning and Teaching; Offices of Human Resources, Institutional Research, Mission and Ministry, College Communications, Enrollment and Admissions, and Student Life; IT Services; the Cummins Institute; and Deans and Department Chairs.

1.4.3 VICE PROVOST FOR STUDENT LIFE

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

1.4.3.1 Dean of Students

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

1.4.3.2 Medical Director of the Health and Wellness Center

The Medical Director of the Health and Wellness Center reports to the Vice Provost 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 Health and Wellness Center provides confidential medical care in an urgent care setting.

1.4.3.3 Director of Counseling Center and Psychological Services

Reporting to the Vice Provost for Student Life, the Director is the overall administrator of the Counseling Center and Psychological Services Office that 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 Director 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 Director of Public Safety

The Director of Public Safety reports to the Vice Provost for Student Life and coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.4 VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration is appointed by the Board of Trustees for a term mutually agreed upon, and is responsible to the President and Board of Trustees. The Vice President for Finance and Administration is the College's chief financial officer and treasurer and her/his duties include responsibility for all business and financial affairs of the College (business policies, operations, facilities construction and planning, human resources, physical plant and contracted services). The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion, and retention of administrative staff and the selection of firms contracting with the College to provide services. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the areas of business, finance, buildings, and human resources.

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

1.4.4.1 Associate Vice President for Human Resources

The Associate Vice President for Human Resources is responsible for the College's human resources, compensation, benefits programs, and discrimination policies, including but not limited to the College's sexual harassment policies. The Associate Vice President is the College's Title IX Coordinator and has the authority to designate appropriate deputy Title IX coordinators to assist in the fulfillment of these responsibilities. The Associate Vice President coordinates hiring, reviews all contracts, recommends salary, personnel, and benefit policies to the administration, monitors College compliance with laws in government regulations, e.g., Equal Employment Opportunity, Title IX and Title VII

regulations, investigates reported complaints of improper conduct, and advises on other appropriate matters affecting the human resources of the College.

1.4.5 VICE PRESIDENT FOR ADVANCEMENT

The Vice President for 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 Cabinet and an ex-officio member of all committees in the area of fund-raising and external relations.

1.4.6 VICE PROVOST FOR ENROLLMENT AND COLLEGE COMMUNICATION

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

1.4.6.1 Registrar

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

1.4.6.2 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, 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 Cabinet, 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 PROVOST FOR ACADEMIC AFFAIRS

The Vice Provost for Academic Affairs is appointed by the Provost for a term mutually agreed upon. The Vice Provost provides strategic and operational support for the College's academic programs, which includes: supervision of international programs and services, community engagement, and professional and career development; collaboration with the Vice Provosts for Student Life and Enrollment on initiatives for recruitment, retention, admission, curricular and co-curricular programming; strategic and operational support for policies and procedures related to graduate, professional, hybrid and online education; assistance to the Provost in developing industry and community relations through partnerships, research, and programming; facilitation of the development of grant requests, academic centers and institutes; service as the WASC Senior College and University Commission Accreditation Liaison Officer and working with the Provost in overseeing academic planning and assessment, academic policies and programs, accreditation, Program Review and subsequent program action plans; oversight of the Center for Teaching, Learning and Scholarship; assistance with department chair and program director development and support for new faculty; supervision and coordination of course assignment and scheduling, procedures and records for and faculty relative to grievances and appeals, summer session, and commencement; support for faculty workforce planning

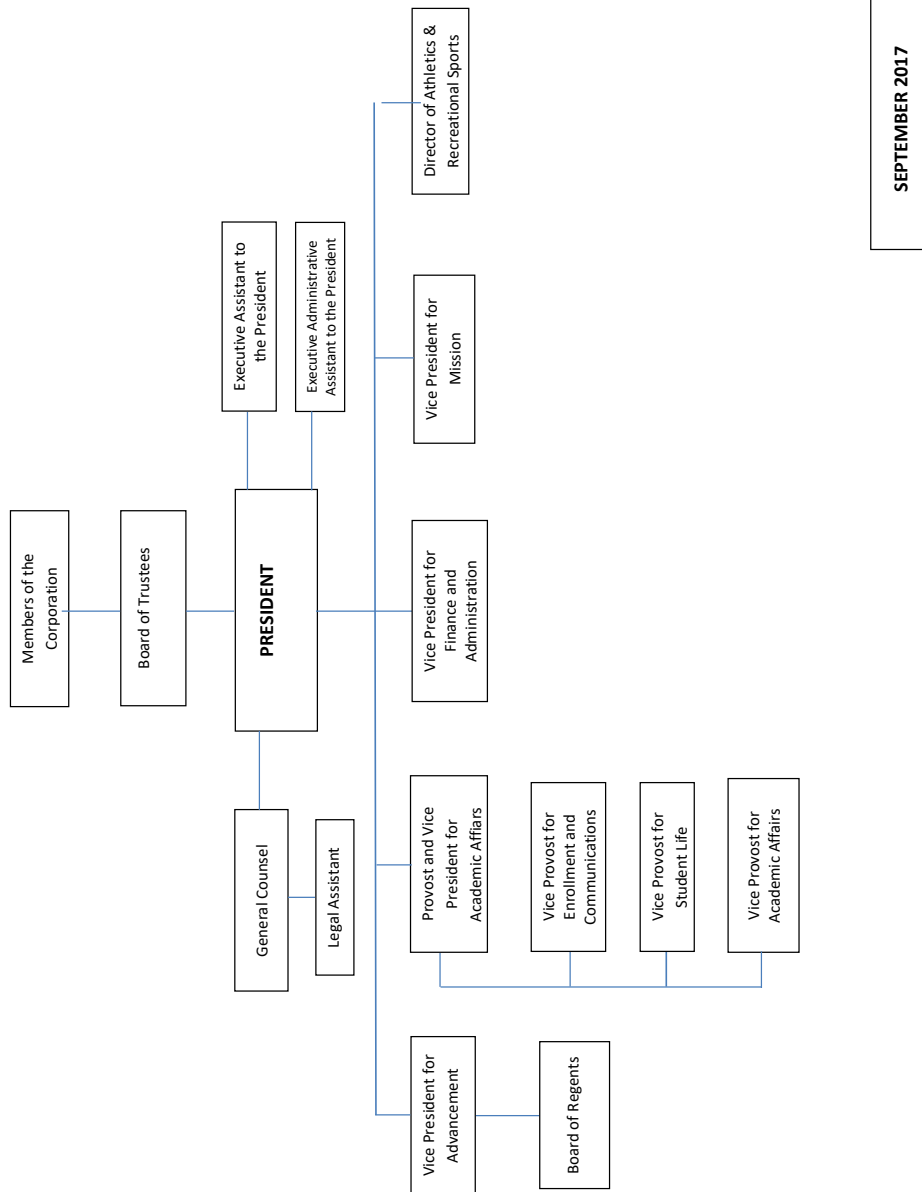
and budgeting; and collaboration with other Vice Provosts, Deans, and the Academic Senate in designing and implementing student policies, such as the Academic Honor Code and the Student Code of Conduct. The Vice Provost is a member of the President's Cabinet.

1.4.8.1 Assistant Vice Provost for Student Success

The Assistant Vice Provost for Student Success is appointed by the Vice Provost for Academic Affairs is responsible, in collaboration with the appropriate Deans of the Schools and the Dean for Students, for development, implementation, and evaluation of the program of academic advising and related services for undergraduate students; for supervision and coordination of the minority students programs, the Academic Support and Achievement programs, and the High Potential program. The Assistant Vice Provost is assisted by the coordinators and directors of the above-named programs.

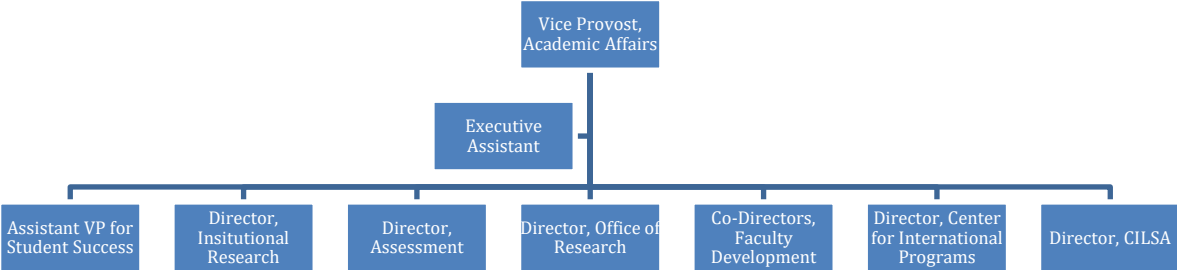
1.5 ORGANIZATIONAL CHARTS

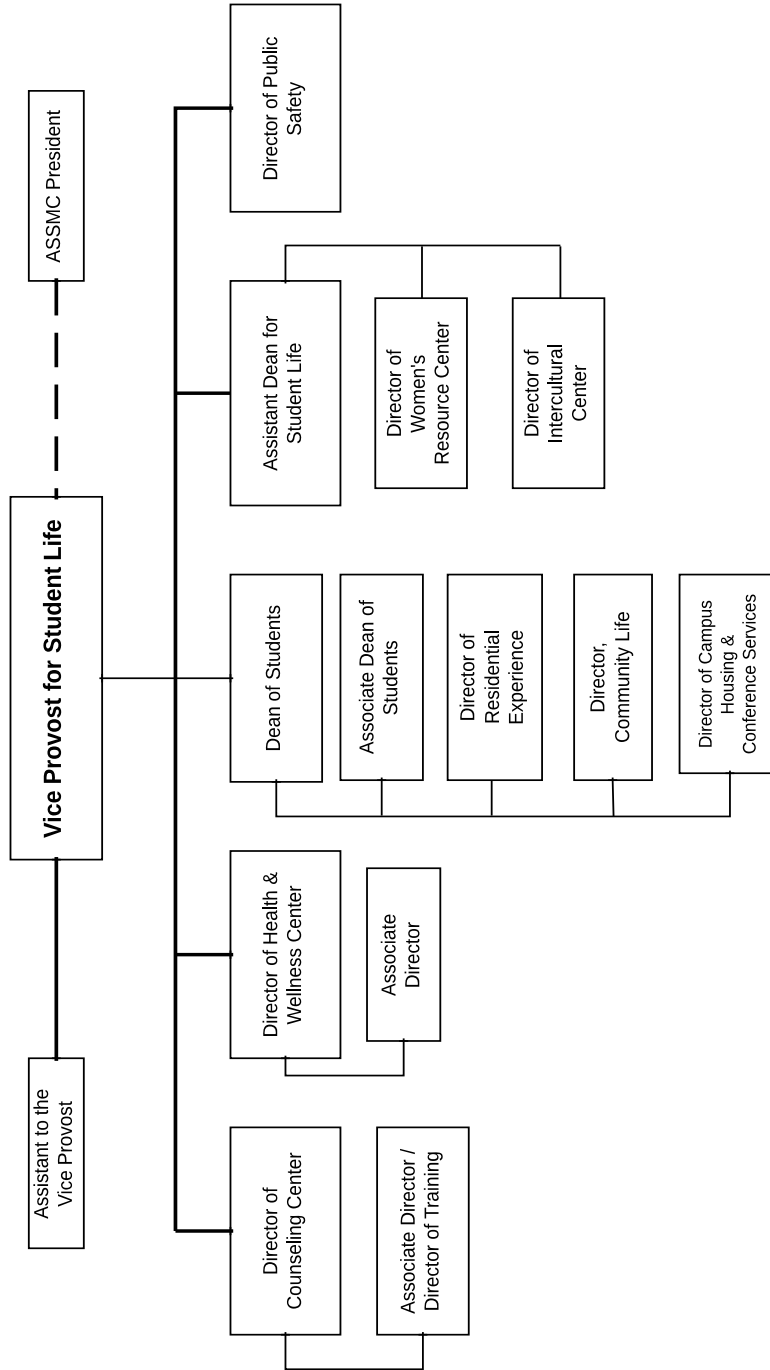
1.5.1 THE CORPORATION AND PRESIDENT OF THE COLLEGE



SEPTEMBER 2017

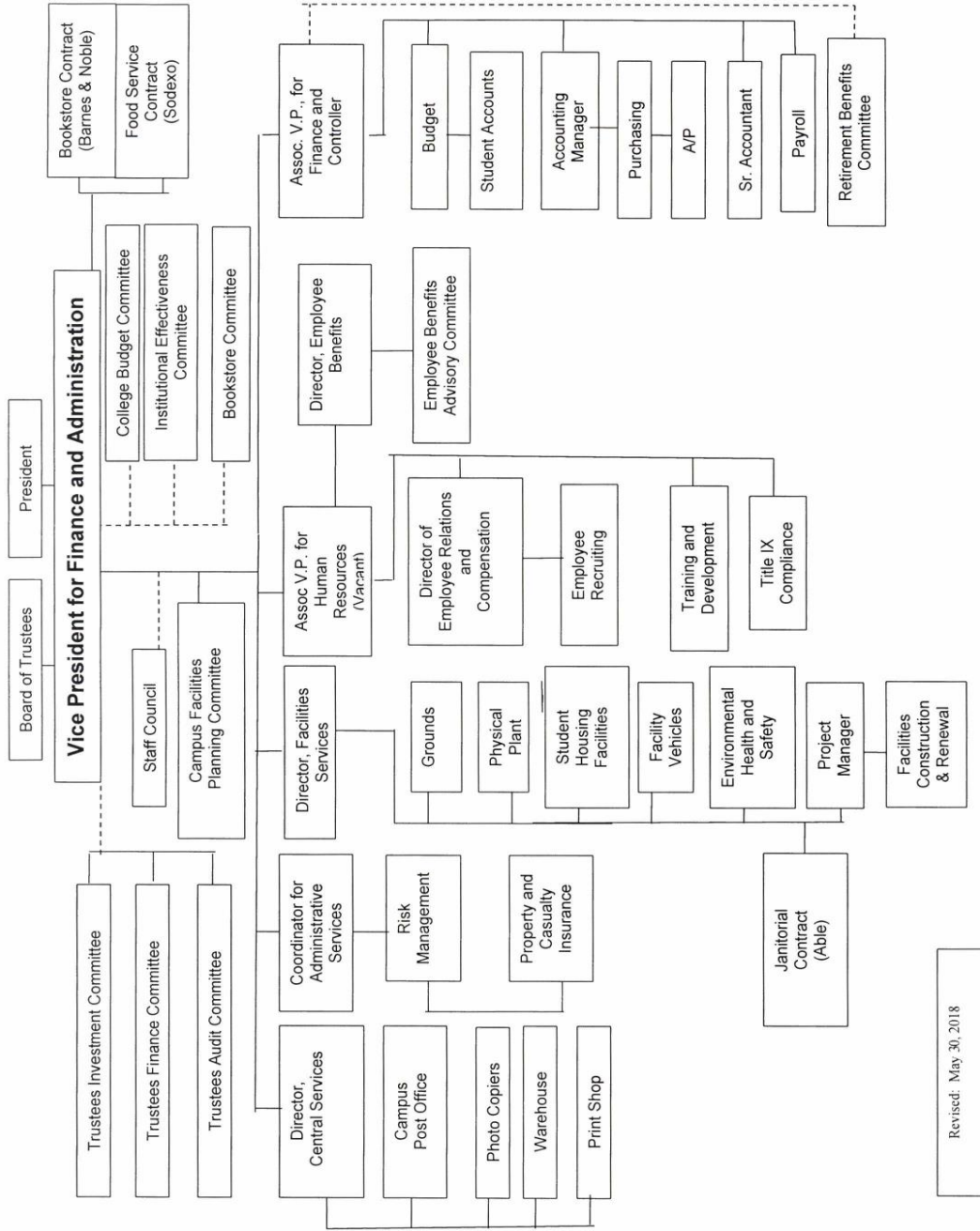
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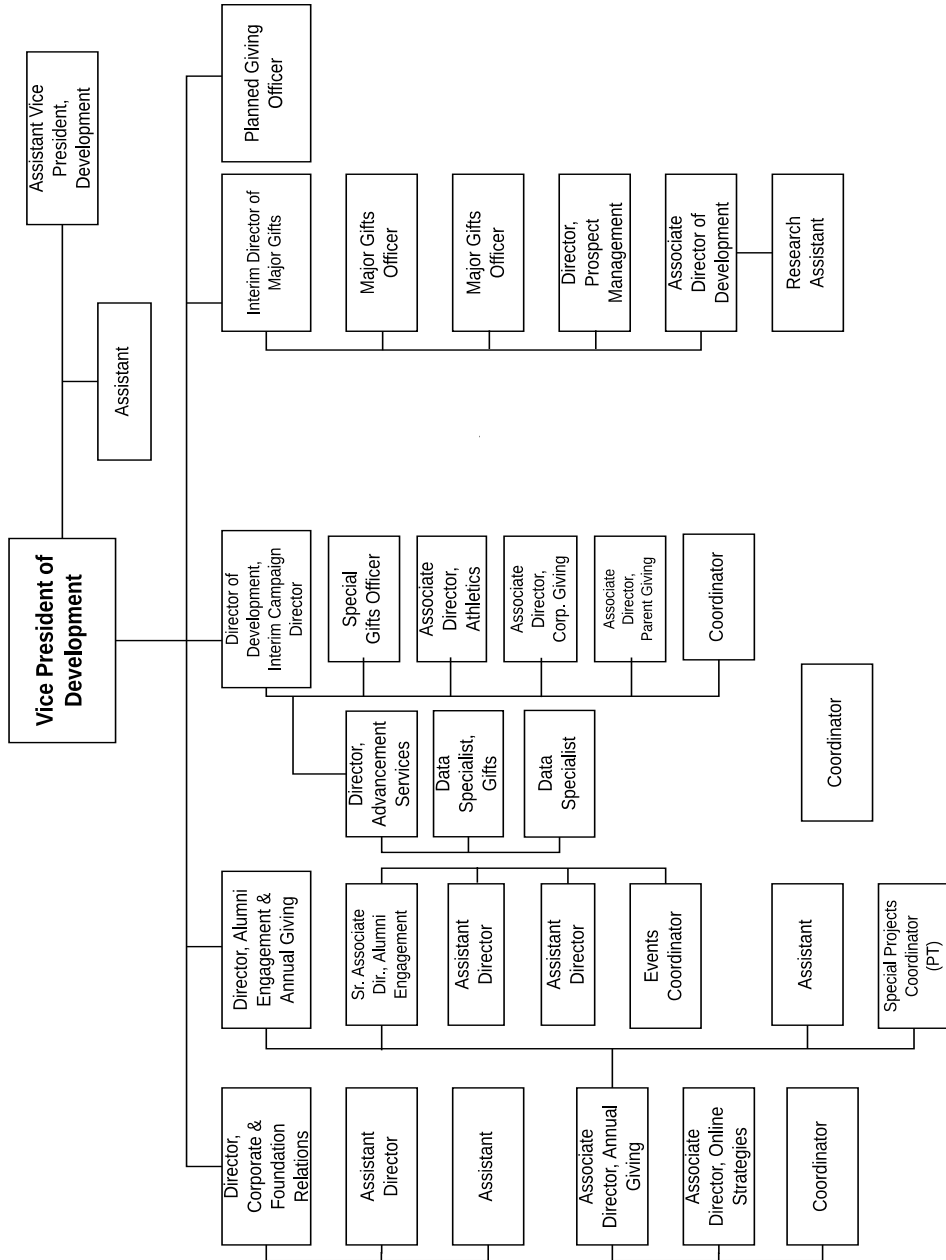


July 2014

THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

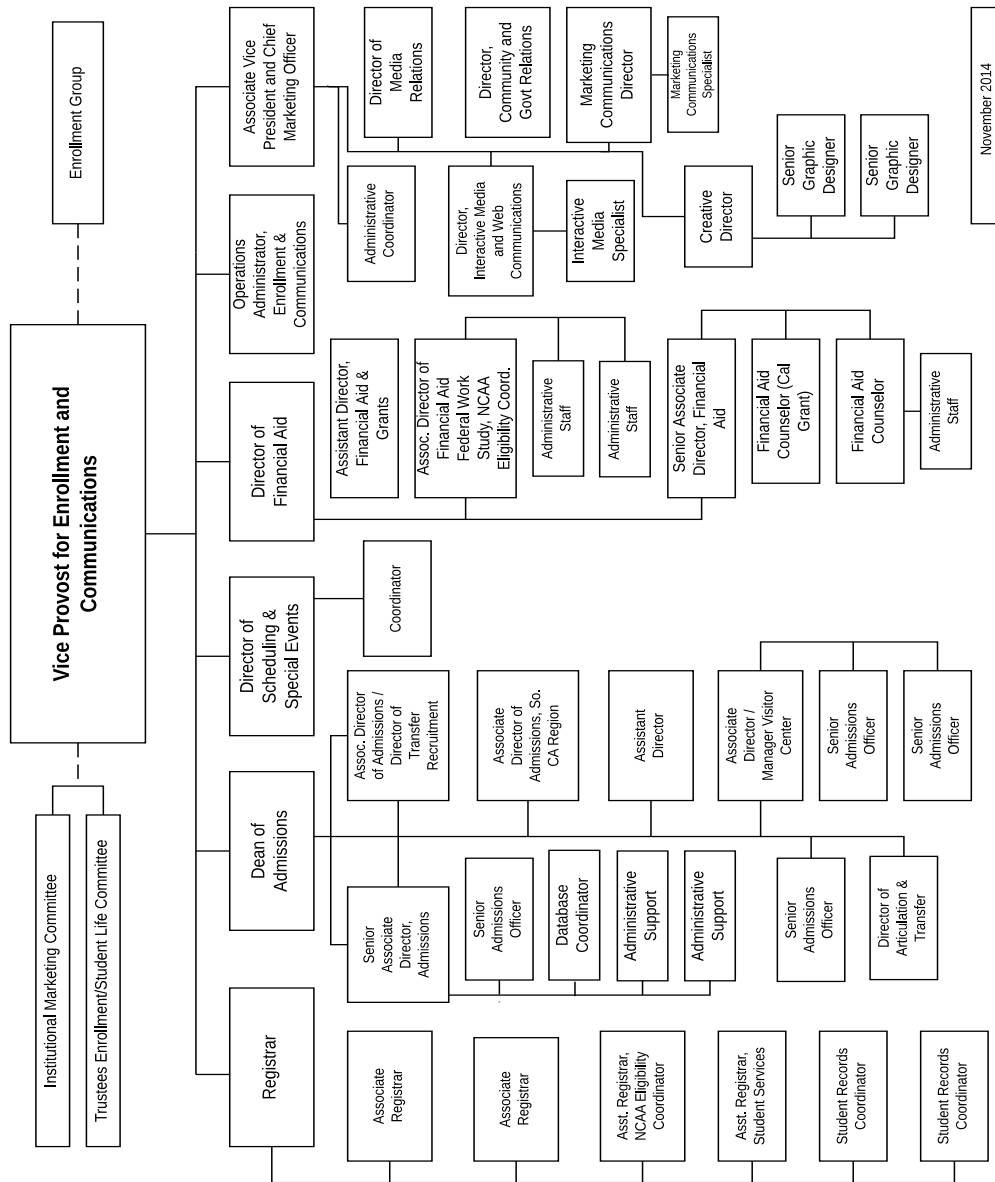


VICE PRESIDENT FOR Advancement

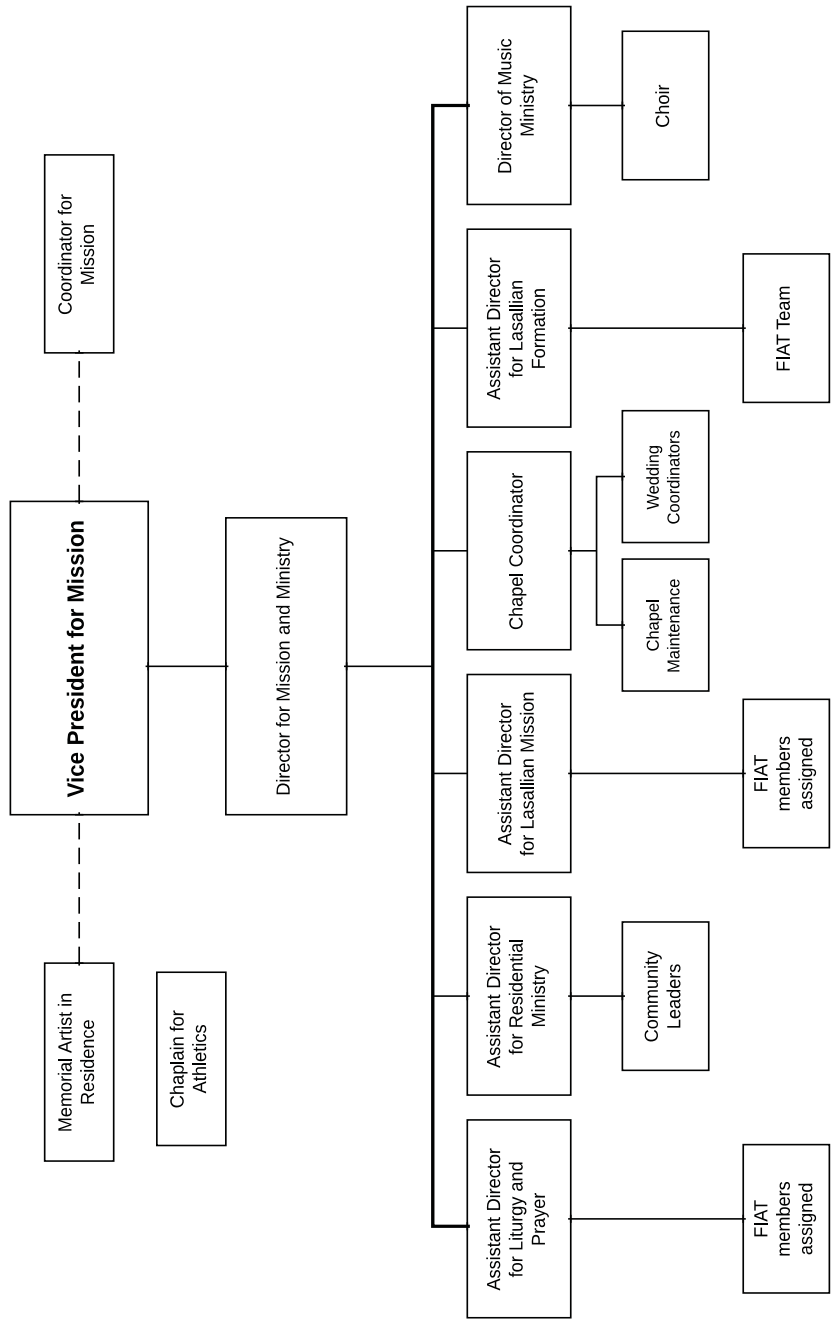


November 2014

VICE PRESIDENT FOR COLLEGE COMMUNICATIONS AND VICE PROVOST FOR ENROLLMENT



November 2014



November 2012

1.6 GOVERNANCE STRUCTURE

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

1.6.1 SHARED GOVERNANCE

The ideal process for decision-making at the College relies on the foundational principles of Catholic Social Teaching that base all actions on a shared respect for all persons and a mutual commitment to the Common Good. Whenever possible, governance decisions will be the result of appropriate consultation achieving consensus or reasoned compromise. The Board of Trustees has the final authority to approve or disapprove changes to the Faculty Handbook brought to them by the President as provided in Section 1.8. Within the context of this authority, faculty and administrators acknowledge that governance of the College is both the expression and the actual practice of shared decision-making in all matters affecting academic quality at the College. These practices will be informed by a mutual commitment to the Principle of Subsidiarity. Faculty and administrators therefore recognize that even where faculty roles in the decision making process is advisory, that the practice of good government requires the following:

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

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

1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

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

- Committee on Teaching, Learning 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 signed copy of the list of faculty 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 he/she will stand for election.
 - c. Faculty representing a program in their School must be elected from the respective program. A faculty member may stand for election in one program in a School only. In case of dual appointment or multiple eligibility, the faculty member decides in which program he/she will stand for election.
2. The following are ineligible to stand for election:
 - a. Presidents, Vice Presidents, Provosts, Vice Provosts, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
 - 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) 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. Tenure-track Faculty. All 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.
 - 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

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.
2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the most recent election of the position of the vacating member to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

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 chairperson 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 his/her 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 Provost for Academic Affairs, 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

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 chairperson assumes office after serving one year as vice chairperson. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

The chairperson 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 chairperson works with the faculty governance coordinator to ensure a careful record of proceedings and their posting.

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

2. Academic Senate Vice Chair

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

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

3. Academic Senate Past Chair

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

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

1.6.1.2.4 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 chairperson.

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, she/he:

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. Prepares 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 an 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, distributed as follows:

- past chairperson (in the year following service as chairperson)
- chairperson (tenured)
- vice chairperson (tenured chairperson 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 chairperson 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, he/she 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 Provost for Academic Affairs, the Deans of the Schools and the Dean of the Core.

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

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

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

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

a. Quorum

A minimum of one faculty officer and two 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 chairperson 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 chairperson, 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 chairperson of their desire to speak.

1.6.1.2.16 Presidential Response

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

1.7 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs and Enrollment Committee
- Advancement Committee
- Audit Committee
- Finance Committee
- Governance Committee
- Investment Committee
- Mission and Identity Committee

- Student Life Committee

1.7.1.1 Executive Committee

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

- review and consider the legal position of the Corporation and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- grant honorary degrees;
- approve, implement, and determine appropriate duties for all standing Board committees;
- advise the Chairperson of the Board on timing for the three (3) regular annual meetings and special meetings, as well as for the Annual Meetings for the Board of Regents;
- make recommendations to the Board of Trustees about:
 - presidential review and executive compensation;
 - changes to the Faculty Handbook that have the effect of creating or changing College policies.
- perform other such duties as may be delegated to it by the Board of Trustees.

Membership: The Executive Committee shall be composed of the following members of the Board of Trustees: the Chairperson of the Board, the Chairperson of each standing committee, the College President, and the Board Secretary, the Brother Visitor and the past Chairperson(s) of the Board while still serving as a Trustee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.2 Academic Affairs and Enrollment Committee

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

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

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

1.7.1.3 Advancement Committee

Duties: Assuring the vitality of the mission of the College in the area of advancement, the Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- the core development volunteer group for the College;
- advice and counsel on matters pertaining to development, public relations of the College as those relations concern Advancement Committee responsibilities, alumni, etc.
- establishment of an appropriate goal for the Advancement office and progress toward that goal;
- long-term objectives for the College's Advancement program.

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

- periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;
- suggest action if fund raising objectives are not met;
- recommend fund raising counsel;
- as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.

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

1.7.1.4 Audit Committee

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

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

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, appointed by the Chairperson of the Board. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the

Corporation. The Vice President for Finance and Administration and, if the Vice President for Finance and Administration so desires, an associate(s) of the Vice President for Finance and Administration, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and Administration and his or her associate, if any, shall not vote on any matter.

1.7.1.5 Finance Committee

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

- tuition, room and board fees, and other major charges payable by the students attending the College;
- preliminary and final budgets, as well as appropriate long-range financial plans related enrollment plans, tuition waiver policies and financial aid policies;
- faculty, administrative and staff salary scales and ranges, upon recommendation from the President;
- financial aid allocations;
- plant management and construction issues including:
 - the adequacy and condition of capital assets
 - policies related to the Corporation's physical assets
 - new structures and the rehabilitation or removal of older structures as dictated by general Board policies
 - plant financing
 - the adequacy of levels of funding for plan maintenance.

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

1.7.1.6 Governance Committee

Duties: Assuring the vitality of the mission of the College in the area of governance, the Governance Committee shall 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, Chair, and Secretary of the Board
- Orientation and education programs for Trustees concerning their Board responsibilities
- Self-assessment of the Board
- Assessment of individual Trustee performance and re-nomination of Trustees
- Outstanding service and individuals who should be considered for emeritus status
- Governance policies for Trustee review and approval, including but not limited to, amendments to the Bylaws
- Appointment of the Brother Participants

- Assume such additional duties as may from time to time be assigned by the Board of Trustees.

Membership: The Governance Committee shall consist of the Chairperson of the Board, the immediate past Chairperson of the Board, the President, the Brother Visitor, and other who are appointed by the Chairperson of the Board of Trustees. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.7 Investment Committee

Duties: Assuring the vitality of the mission of the College in the area of investment management, the Investment Committee shall, working in consultation with any Special Subcommittees, supervise the Corporation's investment portfolios including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies and the established investment objectives, approved by the Board of Trustees, the Investment Committee shall:

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

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

1.7.1.9 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 Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board in consultation with the President.

1.7.2 INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's Cabinet

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

Membership:

- President
- Provost and Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Advancement
- Vice President for Mission
- Vice Provost for Enrollment and College Communication
- Vice Provost for Student Life
- Vice Provost for Academic Affairs
- Director of Athletics and Recreation
- 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:

- Chief Diversity Office – CoChair
- Provost - CoChair
- Vice President for Finance and Administration

- Vice Provost for Enrollment and College Communication
- Vice President for Mission
- Vice President for Advancement
- Vice Provost for Student Life
- Associate Vice President of Human Resources
- Chair of Staff Council or designee
- Chair of Academic Senate
- Assistant Vice Provost for Student Success
- Brother representative, appointed by Cummins Institute
- Dean of Students
- Director of Athletics
- Director of Intercultural Center
- Student representative, Intercultural Center
- Faculty member, School of Economics and Business Administration, appointed by Committee on Committees
- Faculty member, Kalmanovitz School of Education, appointed by Committee on Committees
- Faculty member, School of Liberal Arts, appointed by Committee on Committees
- Faculty member, School of Science, appointed by Committee on Committees
- Representative of the Associated Students of Saint Mary's College

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

1.7.2.3 Sustainability Committee

Role: The Sustainability Committee provides useful information to the President and Cabinet to inform decision-making that meets the environmental, social and economic needs of present generations without compromising the ability of future generations to meet their own needs.

Specifically, the Committee shall:

- Function as the primary conduit of, and clearing house for, information regarding environmental stewardship and sustainability issues on campus.
- Develop, recommend and/or sponsor educational programs that promote environmental awareness and sustainability as both an institutional and individual responsibility.
- Review and monitor those operations on campus that directly affect the College's use of resources.
- Conduct annual assessments of the College's sustainability efforts and prepare a report for the President and Cabinet.
- Update and maintain the College's sustainability vision statement
- Develop rolling multi-year action plans to promote greater awareness of sustainability, to increase campus sustainability over time, and to inform annual operating and capital budget processes.

Membership: Each member of the Committee has a continuing, individual charge to serve as the steward of the campus community as a whole. The Committee shall have a chair and vice chair appointed by the President for one-year terms from among its members. Committee members shall serve one-year terms and shall include:

- Alumni Representative appointed by the Vice President for Advancement
- Associated Students of Saint Mary's College President or Designee
- Campus Facilities Planning Committee Chair or Designee

- Chief Technology Officer or Designee
- Christian Brother Representative appointed by the President
- Council of Deans Representative appointed by the Provost
- Director of Facilities Services or Designee
- Faculty Representative from each School appointed by the Chair of the Committee on Committees
- Food Service Director or Designee
- Staff Council Chair or Designee
- Vice Provost for Enrollment and College Communication or Designee
- Vice Provost for Student Life or Designee
- Other Members of the Campus or External Communities at the discretion of the President

1.7.2.4 Institutional Effectiveness Committee

Role: The Institutional Effectiveness Committee aims to ensure the use of research-based planning and assessment as well as systematic and continuous review of the College's programs and services, to measurably demonstrate that the College is fulfilling its mission.

The Institutional Effectiveness Committee is charged with the following:

- Organize and provide assessment of the strategic objectives.
- Organize work related to WASC Senior College and University Commission accreditation.
- Oversee the administrative departmental review process.
- Facilitate the Strategic Initiative Fund request process and prepare recommendations for the President's Cabinet.
- Communicate regularly to College community regarding strategic planning and accreditation.

Membership:

- Vice Provost for Academic Affairs (chair)
- Provost
- Vice President for Finance and Administration
- Vice President for Advancement
- Vice President for Mission
- Vice Provost for Enrollment and College Communication
- Vice Provost for Student Life
- Executive Assistant to the President
- Chair of the Academic Senate, or designee
- Staff Council representative
- Chief Diversity Officer
- Director of Athletics and Recreational Sports
- Chief Technology Officer

1.7.2.5 Title IX Committee

Role: The Title IX Committee is advisory to the President and is dedicated to the promotion of the rights of students, staff and faculty to live, work and study in a safe and healthy environment free from sexual discrimination, including sexual and gender-based assault and harassment. The Committee is charged with fostering an institution-wide commitment to cultural change by taking a community approach to building a partnership between students, staff and faculty to help create a campus environment that promotes

respect, equality, civility, healthy relationships, and healthy sexuality. The Committee reviews and makes recommendations about campus policies, programs and initiatives related to Title IX and Clery Act compliance, maintains and updates the Title IX resources page of the College website and develops and provides campus-wide training related to Title IX compliance.

Membership:

- Associate Vice President for Human Resources/Title IX Coordinator (Chair)
- Dean of Students (Deputy Title IX Coordinator)
- Senior Associate Athletic Director/Senior Woman Administrator (Deputy Title IX Coordinator)
- Director of Employee Relations, Compensation & HR Consultation (Deputy Title IX Coordinator)
- Director of Public Safety
- Director of Community Life
- Director of Sexual Assault Prevention
- Faculty Member
- Vice President for Finance and Administration
- General Counsel (ex officio)

The Committee is divided into four subcommittees:

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

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

1.7.3 ACADEMIC AFFAIRS COUNCILS AND COMMITTEES

1.7.3.1 Provost's Academic Council of Deans

Role: The Provost's Academic Council of Deans serves as a forum for new ideas and initiatives and aid in maintaining coherence and momentum for the initiatives that are developed. The Council provides vision, focus, and guidance to the Provost, and 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.

Council of Deans Membership:

- Provost (Chair)
- Chair of the Academic Senate
- Past Chair of the Academic Senate (fall) and Vice Chair of Academic Senate (spring)
- Chief Technology Officer
- Chief Diversity Officer
- Vice Provost for Academic Affairs
- Dean for Library and Academic Resources
- Dean of the School of Economics and Business Administration
- Dean of the School of Science
- Dean of the School of Liberal Arts
- Dean of the School of Science

- Dean of the Core
The Provost may augment the memberships as appropriate.

The Provost's Academic Council of Deans 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 interim reviews. (see section 2.6.2 Procedures for Promotion and Tenure)

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 chairperson (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which he/she 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.

The elections for the members-at-large shall be conducted as follows:

In the nominating balloting, each faculty member nominates up to four people. The final ballot consists of the four faculty receiving the most votes on the nominating ballot. On the electing ballot, each faculty member votes for one. The person receiving the highest number of votes becomes a member-at-large on the Committee.

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, he/she must choose the School of eligibility.

3. Members of the faculty are ineligible for election if they would be on sabbatical leave, 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, his/her term of service on the Committee will be extended by one year or as long as he/she is elected chair by the Committee. He/she will retain the representation for which he/she was originally elected to the Committee.

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

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

Election Procedures: Faculty Positions Other Than Chair

1. 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 undergraduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. Two nominations must be made for the ballot to be valid. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). For the member-at-large position four nominations must be made for the ballot to be valid. 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: Chairperson

On or before February 1, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (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 Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;
- to request of the 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 makes his/her own separate recommendation in the Rank and Tenure process, the role of the Provost on the Rank and Tenure Committee is advisory. The Provost's presence as an ex-officio non-voting member is important in order for the Provost to hear faculty deliberations of a case and to be a resource to the Committee.

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 teaching traditional students in undergraduate courses. It is charged with supplying the Rank and Tenure Committee with formal written recommendations on these candidates.

Membership:

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

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

1.7.3.5 Library Committee

Role: The Library Committee serves as an advisory resource to the Dean for Library and Academic Resources. The chairperson of the Library Committee serves as a liaison between the Dean for Library and Academic Resources and the Academic Senate. The

chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. 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 chairperson, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the 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 Affairs, 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 ten members:

- Vice Provost for Academic Affairs (ex officio and nonvoting)
- three tenure-track faculty members appointed by the Chair of the Committee on Committees;
- three tenure-track alternates (but also including Christian Brothers currently teaching at the College), one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Chair of the Committee on Committees;
- four 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 his/her 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 Affairs 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 his/her appeal to the instructor or administrator involved. If the student is not satisfied with the outcome, he/she should next take the appeal to the department chairperson 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 chairperson, 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, he/she must advise the Vice Provost for Academic Affairs 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 Affairs 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 Affairs 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 coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner. It reports annually to the Academic Senate and Vice Provost for Academic Affairs.

Membership:

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

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

1.7.3.8 Human Research Institutional Review Board

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

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

The Committee's responsibilities include:

1. The formulation of guidelines and policies that meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with the President's designee and the College's General Counsel. The committee reports to the Provost or the Provost's designee.
2. In consultation with the IRB signatory, the provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.
3. The review of all proposals for human research submitted to the Committee by faculty, student or staff researchers to assure concordance with aforementioned guidelines.

The Committee receives proposals from:

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

Membership:

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

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

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

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

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

1.7.3.9 Faculty Development Fund Committee

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

Membership:

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

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

1.7.3.10 Campus Athletic and Recreational Sports Committee

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

Membership:

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

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

1.7.4 ACADEMIC SENATE COMMITTEES

1.7.4.1 Grievance Committee

The Grievance Committee will be constituted as follows:

Membership: The committee consists of twelve members:

- eight tenured faculty members, two each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, elected by the faculty, to two-year staggered terms
- four tenured faculty members, elected at-large by the faculty, to two-year staggered terms

Vacancies of regular Committee members are filled in the next election and are filled for the amount of term remaining.

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

A Grievance Committee member may serve on a maximum of two concurrent grievances. In an academic year in which the number of concurrent grievances filed exceeds three, the chairperson of the Academic Senate has the discretionary power to enlarge the Committee from the runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage of the grievance proceedings.

For the hearing of each particular case, each party to the grievance can challenge two members. The Committee is then reduced to five by lot, the chairperson to be elected by the Committee.

The chairperson of the Academic Senate will insure that the Committee be operative within five school days from the request for a hearing. 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
- one tenure-track non-tenured faculty member elected at-large for a one-year term

Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The chairperson 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 chairperson 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 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 chairperson of the Academic Senate, who serves as chairperson of the committee for one year
- four tenured faculty members, one from each School, elected for two-year, staggered terms
- the Faculty Governance Coordinator, as an ex-officio, non-voting member.

1.7.4.4 Academic Administrators Evaluation Committee

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

1. to help administrators improve their performance by providing them with assessment information;
2. to assist the College in making informed decisions regarding the retention/release of academic administrators;
3. to identify and communicate to the College the qualities and skills that the faculty think are desirable in academic administrators. To further this purpose, the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with the respective relevant faculty body(ies) under his or her jurisdiction.

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

Membership: The committee consists of six members:

- Four tenure-track faculty members, one from each School, appointed by the chairperson of the Committee on Committees
- chairperson of the Academic Senate, voting, ex-officio member
- Director of Institutional Research, non-voting ex-officio

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

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

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 for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;
 - c. all new credit and non-credit courses proposed for addition to the undergraduate College catalogue, as well as significant changes to existing courses;

- 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 Vice Provost for Academic Affairs on the behalf of students who believe their academic needs would be better served by a distinctive program of studies. Besides fulfilling requirements for a major, an individualized major plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates.
 4. Together with the Graduate and Professional Studies Educational Policies Committee, meets and reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
 5. Together with the Registrar's office, department chairs, School Deans, Dean of the Core and the Vice Provost for Academic Affairs, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

Membership: This Committee is composed of nine voting members:

- Chair (tenured faculty member who has taught at least six undergraduate courses during the previous three academic years)
- Vice-Chair (tenured faculty chairperson elect, who has taught at least six undergraduate courses during the previous three academic years)
- three tenure-track faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, elected for two-year staggered terms
- three tenure-track faculty members at large, elected for two-year, staggered terms
- Member of the Library professional staff

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;
 - 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. Together with the Undergraduate Educational Policies Committee, reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
4. 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.
5. Attends to the distinctive needs of graduate and professional studies students.
6. 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.
7. 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 five voting members:

- the Chair, who has taught at least six graduate or professional studies courses during the previous four academic years, and who is elected at large from among the tenured faculty of the College.
- three tenure-track faculty members who have taught at least six graduate or professional studies courses during the previous four academic years, one elected from each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms.
- member of the Library professional staff

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

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 review of all undergraduate, graduate and professional studies degree and non-degree programs on a six-year, rotating basis.
2. Administer that review process following these steps:
 - a. The Committee notifies each department and program of the entire six-year schedule, sending a special notice to individual programs and departments one calendar year in advance of 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; 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 and timeline, Dean's evaluation, and external reviewer report. The Committee prepares a complete written review, and sends it to the department or program under review, the Dean, the Vice Provost for Academic Affairs and the Provost. Following this step in the process, the Provost's representative, will arrange a meeting with the department or program, the Dean, and the chair or representative of the Committee in order to respond to the review;
 - 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 six-year action plan after the close of the review, and submit a copy to the Provost, Dean, Vice Provost, and Committee chair via the Office of the Academic Senate;
 - 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 the Vice Provost, and note progress on the action plan;

- 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. Programs are reviewed on a six-year cycle. The Committee has the authority as part of its evaluation to request interim reports on any issue(s) 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, Vice Provost, and Committee through the Office of the Academic Senate.
3. 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:

- four tenure-track faculty, elected one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education, and one elected at large
- one tenure-track faculty elected at large
- 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.

Once the spring election cycle is complete, the current Committee 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.

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 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.

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.

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 chairperson 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 chairperson.

Meetings: The chairperson 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 Teaching and Scholarship

Role: The Committee on Teaching, Learning and Scholarship serves as an advisory group to the Director of Faculty Development in maintaining a faculty development program, such as workshops, internal grants and funds, and annual awards, that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the Director in presenting faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee

member's expertise and interest), review any disputable applications for faculty development funds and review Student Summer Research Grant Applications.

Membership:

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

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

1.7.4.11 January Term Committee

Role: To recommend to the Dean of the Core and policies for the January Term; to review proposals for courses offered during that term, including independent study proposals; to supervise catalog publication for each January; to evaluate preregistration results for that term; to recommend policy regarding coordination with other 4-1-4 colleges; to recommend and review other activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term, chair
- seven tenure-track members of the faculty who have taught at least two January term 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.

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 Critical Perspectives Program
- one faculty member representing faculty of the Integral Curriculum of Liberal Arts
- one representative of the Christian Brothers
- one salaried adjunct faculty member
- one 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: All elected members must have taught a minimum of three (3) Collegiate Seminar courses (including initial co-teaching assignments). Openings for election by the members of the Governing Board will be announced to, and nominations will be accepted from, the College faculty at large; only nominations from the faculty at large will constitute a ballot. The School representatives are elected on a general faculty ballot administered by the Committee on Committees. Both adjunct representatives are elected by the members of the Collegiate Seminar Governing Board. The Governing Board will schedule Board elections so as to provide appropriate continuity of membership.

Terms: All elected terms are renewable; no member may serve more than two consecutive terms; after consecutive terms, a member may be re-elected to the Board only after an interregnum equal to one term. All elected members serve three-year terms, except the representative of the part-time faculty, who serves a one-year term.

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 by which students achieve that learning (i.e., designated courses and experiences). 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, et al.; 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), a tenured member of the faculty who has taught at least six undergraduate courses during the previous three academic years;
- Six tenure-track members of the faculty who have taught at least six undergraduate courses during the previous three academic years (voting): two elected from the School of Liberal Arts, two 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);
- Director of 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).

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.
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 his/her 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 his/her 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. The Working Groups recommend to the Core Curriculum Committee, for inclusion in the core curriculum, courses that fulfill outcomes under the Core learning goals, according to guidelines established by 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, as follows:

Group HM (Habits of Mind);

Group MS (Mathematical and Scientific Understanding);

Group AU (Artistic Understanding: Artistic Analysis and Creative Practice);

Group TU (Theological Understanding: Christian Foundations and Theological Explorations);

Group HC (Historical, Social, and Cultural Understanding);

Group CG/CE (Common Good/Community Engagement);

Group AD/GP (American Diversity/Global Perspectives).

Membership: Each Working Group consists of:

- Working Group Chair (an elected faculty member of the Core Curriculum Committee designated by the Chair of the Core Curriculum Committee);
- At least four tenure-track members of the faculty who have taught at least six undergraduate courses during the previous three academic years, recommended by the

Core Curriculum Committee and confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

Eligibility: The Core Curriculum Committee consults relevant deans and department chairs, and considers self-nominations by members of the faculty, in pursuit of a mix of disciplinary experts and interested non-experts fitted to the specific responsibilities of each Working Group.

Meetings: Working Groups will be convened when, in the judgment of the Chair of the Core Curriculum Committee and Working Group Chairs, the volume of material for review and action requires.

1.7.4.15 First Year Advising Steering Committee

Role: The First Year Advising Steering Committee advises the Director of Academic Advising in a) developing the first year advising curriculum; b) creating standards and expectations for faculty members involved in first year advising; c) assessing and recommending changes to the first year advising program on an on-going basis.

Membership: Four tenure-track faculty members who have completed a minimum of one year as an advisor in the First Year Advising Cohort Program, appointed by the Chair of the Committee on Committees. The Director of Academic Advising serves as the Chair.

Terms: Faculty commit to a two-year term, which is renewable. An effort will be made to stagger members' terms.

Meetings: The First Year Advising Steering Committee is convened according to a schedule drawn up by the Chair.

1.7.4.16 Committee on Educational Technology

Role: The Committee on Educational Technology is charged with advancing the use of technology in teaching, learning, and scholarship by exploring innovative pedagogy, new learning tools, and potential improvements to academic facilities (i.e., classrooms and laboratories); supporting the use of innovative pedagogy; and advising various parties on campus on matters that impact the effective use of educational technology. The primary duties of the Committee are to:

1. Encourage and review faculty grant submissions that will provide for innovation in teaching and learning that can be enabled by educational technologies and/or facilities;
2. Identify opportunities for improvement or innovation in teaching and learning that can be enabled by educational technologies and/or facilities, and provide ongoing guidance and recommendations to the Chief Technology Officer, the EdTech Center, and the Campus Facilities Planning Committee;
3. Stay abreast of best practices and recommend policies to the Senate regarding technology matters on campus, such as policies for online/hybrid programs;
4. Assist curriculum-review committees, especially the Undergraduate Educational Policies Committee and the Graduate and Professional Educational Policies Committee, in matters regarding the intersection of technology and curriculum, e.g., through consultation regarding standards for evaluating proposals for online/hybrid courses and programs;
5. Generally support initiatives arising from the faculty that advance excellence in the use of technology in teaching, learning, and scholarship.

Membership: The Committee consists of 10 voting members:

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

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

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

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 Probation Review Board

Role: The Board is charged with making a decision 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:

- Her/his recommendations 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 Vice Provost for Student Success, Chair
- Student Success Coordinator
- Three tenure-track faculty representatives, one from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Chair of the Committee on Committees
- Registrar
- Dean of Students
- Student Engagement and 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. Review and recommend the assumptions contained in the rolling-three-year financial plan. The plan includes assumptions regarding enrollment and tuition rates, discount rates, compensation goals and other revenues and expenses. The financial plan needs to achieve debt covenant requirements and allow the continued financial vitality of the College.
3. Make recommendations regarding the College's budgetary processes.
4. Monitor budget performance and review business plans of existing and new units/programs.

Guidelines for the Budget Committee

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

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

- Make recommendations regarding the College's budgetary processes.
- Vice President for Finance and Administration – Chair
- Provost
- Vice President for Advancement
- 2 Academic Deans
- Chair and Vice-Chair of Academic Senate (or designees)
- Chair of Faculty Welfare Committee (or designee)
- Staff Council representative
- 2 Directors
- 1 Other Cabinet member
- 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 and recommends initiatives consistent with the College mission, and the technology vision and strategic plan; recommends fiscal priorities to the Cabinet; and reviews, recommends, and ratifies institutional technology policies. The Technology Planning and Policy Committee responsibilities include the solicitation of input from the campus community, assessment of the effectiveness of technology operations and planning using measurable benchmarks, and communication to the campus community about technology issues, trends, plans, and decisions.

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

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

- Student Life
- Students (undergraduate and graduate)

1.7.6.3 Campus Facilities Planning Committee

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:

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

- Make recommendations regarding plans, policies, and standards for the development of the campus that reflect and honor the College's mission and traditions.
- Make recommendations for the best use of the physical resources of the campus that further the strategic initiatives of the College.
- Make recommendations for the best use of the physical resources of the campus that preserve or enhance the College's existing architectural aesthetic.
- 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:

- Director of Facilities Services, Chair
- Two Academic Deans appointed by the Provost
- Associated Students of Saint Mary's College Representative
- Chair of Staff Council or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative
- Dean of Students
- Faculty Welfare Committee Chair or Representative
- Graduate and Professional Student Advisory Council Representative
- Provost or Designee
- Vice President for Advancement or Designee

- Vice President for Finance and Administration
- Vice Provost 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 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 his 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:

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

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

1.7.7 MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES

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
- General Counsel
- President
- Provost

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 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 Chairperson of the Board.

1.7.7.4 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.

1.8 **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.

2. FACULTY

The faculty consists of all persons who are appointed by the President of the College to teach one or more courses. Administrators with faculty retreat rights are members of the faculty. When a faculty member has been authorized to act in an administrative capacity (such as President, Provost, Vice Provost, Dean, Department Chair/Program Director), to the extent that the person's job responsibilities are not pedagogical but administrative and supervisory, the relevant portions of the Staff Handbook apply and take precedence.

The College's relationship with all contingent faculty identified within the scope of the Collective Bargaining Agreement between the College and SIEU 1021, is governed by that document. To the extent that the Collective Bargaining Agreement defers to this Faculty Handbook, the terms of this Handbook will control.

2.1 DEFINITIONS OF FACULTY STATUS

Specification of the conditions for appointment for each of the faculty categories below is contained in Section 2.2 Types of Appointments.

2.1.1 TENURE-TRACK FACULTY

Tenure-track faculty are those members of the faculty whose names appear on the Rank and Tenure Roster. They are full-time employees of the College unless otherwise specified in their appointment; their appointments are probationary (tenure track) or tenured to the College and not to a program, department or School; they hold the academic ranks of Assistant Professor, Associate Professor and Full Professor. Assignment is made to the department or program in which the faculty member teaches the majority of his/her courses. With the exception of Exceptional Candidate appointments, faculty will hold the terminal degree (see sections 2.1.1.1 Terminal Degrees and 2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)).

The salaries of full-time tenure-track faculty whose duties are primarily instructional are contained in the full-time salary scale (see section 2.15.2 Salary Scales for Tenure-Track and Adjunct Faculty).

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

Associate Professor: Appointment to the rank of Associate Professor normally requires that the candidate have demonstrated his/her effectiveness as a teacher, that he/she show clear promise of high scholarly achievement, and that he/she have demonstrated effective service. Possession of the qualifications enumerated above for the rank of Assistant Professor is assumed. The rank of Associate Professor may or may not accompany tenure.

Full Professor: Appointment to the rank of Full Professor is made in recognition of consistent evidence of high teaching effectiveness, high scholarly achievement, (the latter to be substantiated by a sound reputation among academic colleagues outside the College), and a high degree of effective service. Possession of the qualifications enumerated above for Assistant and Associate is assumed.

2.1.1.1 Terminal Degrees

A doctorate is normally considered to be a terminal degree. Any department wishing to propose another degree as terminal in a specialized field (e.g., the M.F.A. in Creative Writing) should make its case as clearly and fully as possible before the hiring process begins for any position that may be affected. The Undergraduate Educational Policies

Committee (or the Graduate and Professional Studies Educational Policies Committee, if more appropriate) shall initially review such proposed non-doctoral terminal degree designation, and shall review all such designations every six years thereafter. Upon such a review they shall recommend approval or disapproval to the Academic Senate. Upon the approval by the Academic Senate, non-doctoral terminal degrees are subject to final approval by the Provost. Any person hired as having the appropriate terminal degree and who has continued in the same position shall be considered to have permanent approval even if at some later date another degree is designated as terminal for that position. Such initial and permanent approval will appear in that faculty member's contract.

2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)

When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the Provost will seek a recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the Provost is unalterable.

2.1.2 NON-TENURE-TRACK FACULTY

Non-tenure-track faculty positions are the following: Visiting Professor, Adjunct Assistant Professor, Adjunct Associate Professor and Salaried Adjunct Professor. See CBA Articles 10 and 27.

2.1.2.1 Visiting Professor

A Visiting Faculty position is temporary full-time appointment clearly limited to a brief association with the College, normally not to exceed two years; for example, to replace a ranked faculty member who is on leave or to fill a new ranked position for which a search has not yet been successful. For details see the Collective Bargaining Agreement.

2.1.2.1.1 Postdoctoral Fellow

This is a short-term postdoctoral fellowship, and an opportunity for recent Ph.D. recipients in the humanities to develop as scholars and teachers by teaching at Saint Mary's for a defined term of two years (with the possibility of extension to a third). Fellows teach five courses per year, with one course rebalance for scholarship, and some minimal service requirements, including service on one departmental committee, and are expected to participate in the program, which includes regular meetings with other fellows and faculty to participate in both the academic work of the college, as well as its intellectual life.

2.1.2.2 Contingent Faculty Positions

In addition to the positions held by tenured and tenure-track faculty, and consistent with the terms of the Collective Bargaining Agreement with SEIU 1021, the College employs Adjunct Assistant Professors and Adjunct Associate Professors to teach on a per-course basis. The Salaried Adjunct position is used when an Adjunct Professor is assigned articulated service requirements in addition to a five (5) to seven (7) course-load. See the Collective Bargaining Agreement for more detailed information related to these positions.

2.1.3 EMERITUS/EMERITA FACULTY

Professor Emeritus/Emerita is an honorary title conferred on a retiring tenured faculty member who has served the College with special distinction.

1. Eligibility. Criteria for eligibility:
 - a. minimum of ten years of full-time service;
 - b. attainment of rank of Associate Professor;
 - c. supporting letters from colleagues.
2. Recommendations. Criteria upon which they should be based:
 - a. teaching effectiveness;
 - b. scholarship or artistic expertise;
 - c. effective student advising, where applicable;
 - d. cooperation with colleagues in advancing the academic aims of the College.
3. Privileges. A Professor Emeritus/Emerita:
 - a. will remain on the Rank and Tenure roster;
 - b. will receive faculty ballots;
 - c. may participate in formal academic ceremonies;
 - d. may have his/her name listed in the College Catalog with the designation;
 - e. will have access to available administrative support;
 - f. will retain his/her College email account;
 - g. will be eligible for limited Library borrowing privileges, including Link+ and Interlibrary Loan, and will have remote access to Library databases and electronic books.
 - h. are eligible for membership in the Alliotto Recreation Center.
4. Procedure for promotion to Professor Emeritus/Emerita:
 - a. The candidate will be proposed in writing for Emeritus/Emerita status by the candidate's department or by a senior faculty member to the Dean of the School.
 - b. The Dean of the School will solicit letters of support from colleagues and the candidate's department.
 - c. The collected letters will be submitted to the Dean, who will forward them with his/her recommendation to the Rank and Tenure Committee.
 - d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the Provost for his/her approval. In the event that the Provost does not agree with the recommendation, the Provost will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.
 - e. The Professor Emeritus/Emerita Award is presented to the recipient in an appropriate ceremony acceptable to the recipient.

2.1.4 ADMINISTRATORS WITH FACULTY RETREAT RIGHTS

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

Assignment to a department will be made by the Provost (by the President in the case of the appointment of the Provost) in consultation with the department involved. For appointments at the ranks of Associate Professor and Full Professor, the Rank and Tenure Committee will be consulted prior to the appointment about the rank and the tenurability of the appointee, as specified in Section 2.3.1 Selection/Appointment of Tenure-Track Faculty.

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

A tenure-track faculty member who assumes an administrative position at the College that does not carry tenure-track faculty status nonetheless continues to be a tenure-track faculty member; however, tenure-track faculty status is not thereby transferred to the administrative position.

The President may decide to allow an existing or new administrative position to carry tenure-track faculty status. A proposal to incorporate ranked tenure-track status into a new or existing administrative position must originate in the Academic Senate and be approved by the Provost before being considered by the President. If an administrative position is converted to an administrative position with tenure-track faculty status, the incumbent at the time of conversion, if not already tenured as a faculty member, may be granted tenure and/or retreat rights at the discretion of the President (under the procedures described above for the granting of tenure and retreat rights to individuals assuming an administrative position with tenure-track faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in Section 2.1.5 (Temporary Appointment of Administrator to Rank Only).

2.1.5 TEMPORARY APPOINTMENT OF ADMINISTRATOR TO RANK ONLY

An administrator in a non-academic position may be appointed temporarily to an academic rank and departmental affiliation by the President if all of the following conditions are satisfied:

1. All the criteria for that rank must be met by the individual and reviewed by the Provost, the chair of the department and the Dean of the School with which the individual will be affiliated. The Provost will make a recommendation of the appropriate rank to the President. If the rank proposed is Associate Professor or Full Professor, the Provost will also consult the Rank and Tenure Committee prior to advising the President.
2. Any teaching in the department or program designated or in any other area is only by invitation of that department or program and requires the consent of the appropriate Dean, the approval of the administrative person's supervisor, and proper notification to the Provost. Continued teaching is subject to departmental need and a regular review of the individual's teaching effectiveness. Teaching under this provision does not imply or confer academic salary nor any rights toward sabbatical or tenure.
3. Under this provision the position does not carry tenure-track faculty status and does not confer retreat rights on the individual.

The term of appointment is one academic year and may be extended by the President in writing after the first year for a period not to exceed the period of employment as an administrator.

2.2 TYPES OF APPOINTMENTS

Terms and conditions of appointment are contained in letters of appointment from the President, and in this *Faculty Handbook*. While a faculty member may have appointments in more than one School, normally a single letter of appointment for a term or year will be written. Letters of appointment for continuing faculty should be issued in a timely manner prior to the expiration of the current letter of appointment.

2.2.1 PROBATIONARY (TENURE-TRACK) APPOINTMENT

The total period of full-time service as a probationary tenure-track appointee may not exceed seven years. At the time of the initial tenure-track appointment, the anticipated year in which the tenure review will occur will be specified in writing. A faculty member coming to the College without any previous full-time tenure-track teaching elsewhere will be considered for tenure in the sixth year of appointment. The College will normally consider up to three years of other full-time tenure-track teaching elsewhere and credit this toward the year of tenure consideration.

In determining the rank and step initially assigned to a faculty member, the appointee's past activities (e.g., teaching, professional experience, scholarly activities, etc.) are evaluated for equivalence to full-time service.

Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the President or his delegate agree in writing to an exception to this provision at the time leave is granted.

Notice shall be given in accordance with Section 2.8.3.1 (Notice of Non-appointment of Probationary Tenure-track Faculty) at least one year prior to the expiration of the probationary period if the faculty member is not to be granted tenure (see section 2.8.3.2 Standards of Notice). Failure to give such notice does not constitute the granting of tenure.

2.2.2 TENURED APPOINTMENT

Tenure is granted by the President, following the procedures of Section 2.6.2.5 (Recommendation and Decision Procedures). In exceptional circumstances a faculty member may be appointed with tenure (see section 2.6.1.1 Additional Criteria).

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

2.2.3 REDUCED SERVICES (TENURED APPOINTMENT)

Reduced Services (Tenured Appointment) Tenured faculty who were employed by the College as of June 30, 2007, and who did not choose to participate in the Phased Retirement Program (section 2.2.3.1) may permanently alter their full-time tenured appointment to a reduced services appointment (4/6 course load or less) through written agreement with the College. In order to be eligible for a Reduced Services appointment, the faculty member must be tenured, have completed 10 years of full-time service, and have attained age 60.

Tenured faculty members who have entered the Reduced Services Plan

- will be paid at a rate proportional to their teaching load,
- shall perform proportionate related College duties, such as a reasonable number of advisees, independent studies and reasonable elected or non-elected committee service, as agreed upon each year with the Provost,
- retain all rights due tenured faculty members, except sabbatical leave, and

- retain full benefits, except life and long-term disability insurance which are paid at a rate proportional to the reduced teaching load.

See sections 2.13.2.2 (Leave of Absence) and 2.13.2.3 (Scholarly Leave of Absence) as well as 2.14.3 (Health Care) for further information about reduced services other than those mentioned above.

2.2.3.1 Phased Retirement Program (Tenured Appointment)

Tenured full-time faculty who participate in the Phased Retirement Program may permanently alter their full-time tenured appointment to a Phased Retirement appointment (4/6 course load or less) through a written agreement with the College. In order to be eligible for a Phased Retirement appointment, the faculty member must be tenured, have completed 10 years of full-time service, and have attained age 60.

No faculty member may spend more than five (5) years in the Phased Retirement Plan, excluding time spent on approved unpaid leave.

Tenured faculty members who have entered the Phased Retirement Plan

- will be paid at a rate proportional to their teaching load,
- shall perform proportionate related College duties, such as a reasonable number of advisees, independent studies and reasonable elected or non-elected committee service, as agreed upon each year with the Provost,
- retain all rights due tenured faculty members, except sabbatical leave, and
- retain full benefits (including full-time retirement plan payments by the College based on the amount which the faculty member would be paid as salary if the faculty member were teaching full time), except life and long-term disability insurance which are paid at a rate proportional to the reduced teaching load.

2.2.3.2 Retired Faculty Teaching Status

Tenured faculty completing the Phased Retirement Program will be considered retired. Following retirement, a faculty member may be eligible for consideration to teach, at the discretion of the Department Chair or Program Director, as long as such appointment is not otherwise precluded. Eligibility for possible for a course does not expire.

2.2.4 NON-TENURE-TRACK APPOINTMENT

2.2.4.1 Visiting Faculty

See the CBA

2.2.4.2 Assistant Adjunct

See the CBA

2.2.4.3 Associate Adjunct

See the CBA

2.2.4.4 Salaried Adjunct

See the CBA

2.2.5 CREATION OF ADDITIONAL TENURE-TRACK FACULTY POSITIONS

Criteria for the creation of additional tenure-track positions under construction as of 7/1/18.

2.3 SELECTION AND APPOINTMENT PROCEDURES

SELECTION/APPOINTMENT OF TENURE-TRACK FACULTY

1. Ordinarily, a search originates in and is conducted by an academic department or program. The department chair or program director shall submit a Faculty Line Request to the Dean of the School, who must then secure written authorization from the Provost for a particular position, while the President approves the total number of new positions. After written authorization from the Provost has been secured, the Dean will notify the department chair. The chair bears responsibility for ensuring that the procedures below are followed, with particular emphasis upon selecting colleagues who support the mission of the College, meet the needs of the department or program, and help the College fulfill its commitment to diversity.
2. The department chair, in consultation with the tenure-track faculty in the department or program and the Dean of the School, appoints a Search Committee, chaired, whenever possible, by a tenured faculty member. In extraordinary circumstances (e.g., when hiring for a new program), an academic Dean may initiate a search. In such cases, the Dean shall appoint a faculty chair of the Search Committee. The Chair will carry out the search process; under these circumstances, the Dean maintains responsibility for ensuring that procedures are followed. The Committee shall include a faculty member from outside the department, preferably one from outside the School. The roles, duties, and rights of the Search Committee member from outside the department or School shall be equal to those of the other members of the Committee. For primarily traditional undergraduate appointments, the Committee should include a faculty member who has taught in and will represent the Collegiate Seminar. Search Committees should be comprised of a minimum of five voting members.
3. The Committee shall consult documents pertaining to the mission of the College, interview and hiring protocols, and guidelines provided by the Department of Human Resources at the time of written approval. The Committee shall also consult directly with Human Resources regarding approved procedures for the inclusive recruitment of faculty.
4. The Search Committee shall determine, prior to the beginning of the search, the criteria of evaluation for candidates; the appropriate roles of departmental tenured and tenure-track faculty not on the Committee, contingent faculty, staff, and students; and the processes for selecting candidates at each stage of the search, including the final recommendations to the Dean. Throughout the search and recommendation process, the Committee shall consult with the Dean and ensure the confidentiality of applicants.
5. In order to meet the College's commitment to diversity, a good faith effort should be made to include at least one candidate, in the final list of candidates, from traditionally underrepresented groups (including but not limited to racial, gender, and disabled) and/or groups not currently represented in the department or program composition. Before the actual search begins, the Search Committee will submit their plan for inclusive recruiting to the Dean, who will review the plan for consistency with institutional and program objectives and legal requirements, and will supply feedback and recommendations to the Search Committee.
6. The Search Committee shall narrow the pool of applicants to a list of candidates to be interviewed. This list, as far as possible, should reflect the College's commitment to its mission, department/program needs, equal employment opportunities, and diversity.
7. After choosing the final candidates and before inviting finalists to on-campus interviews, the Search Committee will submit an account of the actions taken according to their recruitment plan to the Dean. If the Dean finds that there have not been sufficient efforts at inclusive recruiting, the Dean may ask the Search Committee for additional steps before the interviews can proceed.

8. Once the final list of no more than three candidates has been selected by the Search Committee and approved by the Dean, the Search Chair is responsible for arranging campus visits, which shall include interviews with the Committee, the Dean, the Provost or Provost designee, and the Vice President for Mission.
9. Upon the conclusion of the interview process, all members of the department/program may convey their candidate evaluations to the Search Committee Chair. The Search Committee shall identify which candidates are deemed acceptable for appointment. The process of identifying acceptable candidates may include a secret vote if desired by a member of the Search Committee. The Search Chair will forward the ranked list of the candidates along with a written statement of support for each candidate to the Dean of the School.
10. The Dean shall review the recommendations. If the Dean does not agree with the first choice of the Search Committee, he/she shall meet with the Search Committee Chair and attempt to reach an agreement on the candidates. If no agreement is reached, the Dean shall send on to the Provost both the recommendations of the Search Committee and his/her own.
11. If the Provost does not agree with the recommendations of the Search Committee, he/she shall discuss his/her reasons with the Search Committee and an attempt shall be made to resolve the difference of opinion.
12. If an agreement cannot be reached between the Provost and the Search Committee on the recommendations, the Provost shall offer the Search Committee, in consultation with the department/program and the Dean, a choice of one of the following options: terminating the search in its entirety, restarting the search, or re-interviewing one or more candidates.
13. In cases of a proposed appointment at the Associate Professor or Full Professor level or an appointment with tenure, the Provost shall consult with the Rank and Tenure Committee regarding the appropriateness of the proposed rank before confirming the terms of appointment.
14. When the Program/Department, Dean and Provost are in agreement, the President may appoint the candidate with tenure (see 2.2.2 Tenured Appointments).

2.3.2 SELECTION/APPOINTMENT OF NON-TENURE-TRACK FACULTY

2.3.2.1 Visiting Faculty *See the CBA*

2.3.2.2 Contingent Faculty *See the CBA*

2.3.3 EQUAL EMPLOYMENT OPPORTUNITY

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

Equal Employment Opportunity/Diversity Program

All members of the College community should be aware of the College's firm commitment to promote equal employment opportunity for all job applicants. The College is committed to the general policy of non-discrimination on the basis of race, color, religion, national

origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability and is committed to recruiting and retaining a diverse student and employee population. Accordingly, we wish to affirm the following:

1. In recognition of the College's commitment to creating and retaining a diverse employee population, each Dean, director or head of an operating unit is directed to conduct an active search for and to give equal consideration to all applicants regardless of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, medical condition, or physical or mental disability as employment opportunities become available.
2. All proposed personnel changes involving appointments, renewal, promotion or termination will be previewed by the Provost for all faculty personnel, or the Associate Vice President of Human Resources for all non-faculty personnel. The Associate Vice President of Human Resources will have the general responsibility for informing Deans, directors and department heads of the College non-discrimination policy and of enforcing that policy.
3. All job vacancies will be listed with the Associate Vice President of Human Resources, who is responsible for announcing all vacancies in such a way that all applicants, including but not limited to minorities, women and the mentally or physically disabled have an equal opportunity to apply and to be considered for vacant positions.
4. Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited list of other allowable exceptions available from the Associate Vice President of Human Resources, the general policy of the College is that all vacant positions shall be announced publicly.
5. The College recruits applicants in accordance with all applicable federal and state laws. Adequate records will be maintained to document placement interviews and the results of those interviews.
6. All personnel actions such as compensation and benefit decisions, transfers, layoffs and awarding tuition assistance, are administered by the College in a non-discriminatory manner.
7. All public college facilities are maintained on a non-discriminatory basis. Minority students maintain a cultural center in which all members of the College community are invited to participate.
8. All those with whom the College subcontracts will be notified of any commitments required under Executive Order 11246 and comparable federal and state laws and of their obligation as subcontractors.
9. The College pledges active support, when feasible and consistent with the mission of the College and applicable federal and state law, to local community and national action programs for equal opportunity in employment.
10. Notice of this Equal Employment Opportunity policy shall be distributed to members of the College community and equal employment opportunity posters are to be displayed in appropriate areas of the campus.

2.3.4

SECTION 504, REHABILITATION ACT OF 1973: COMPLIANCE

Saint Mary's College operates in accordance with Section 504 of the Rehabilitation Act of 1973. Section 504 is a Civil Rights Statute that guarantees rights to qualified disabled individuals. The Admissions and Academic Regulations Committee and the Graduate and Professional Studies Educational Policies Committee, as advised by the Academic Support

and Achievement Programs office, will review its requirements as needed in order to distinguish from what may be a carry-over of custom, past practice, or instructional habit, and explore and evaluate alternative approaches that are reasonable under the circumstances presented and under the law. The student should meet essential requirements of the program in some acceptable form. Employee inquiries concerning the law and compliance may be addressed to the Associate Vice President of Human Resources. The Coordinator for Compliance with Section 504 for students is located in the Office of Academic Support and Achievement Programs. A statement of policies and procedures for qualified disabled students is available in the Office of the Assistant Vice Provost for Student Success.

2.3.5 AMERICANS WITH DISABILITIES ACT

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

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

Employee inquiries concerning the law and compliance may be addressed to the Associate Vice President of Human Resources. The Coordinator for Compliance with Section 504 for students is located in the Office of Academic Support and Achievement Programs.

2.3.6 SPECIAL APPOINTMENT CATEGORIES

2.3.6.1 Appointment of Christian Brothers

Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited number of other allowable appointments, available from the Associate Vice President of Human Resources, the general policy of the College is that all vacant positions shall be announced publicly.

2.4 EVALUATION OF ADJUNCT FACULTY

See Article #14 Performance Evaluations of the Collective Bargaining Agreement.

2.5 RANK AND TENURE RECORDS

2.5.1 FACULTY RANK AND TENURE FILE

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

2.5.2 FACULTY RANK AND TENURE ROSTER

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.

2.6 PROMOTION AND TENURE

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

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

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

Teaching Effectiveness

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

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

1. The development of courses appropriate to a faculty member's major field, the general education program of the College, and special curricular initiatives. Courses should reflect coherence, unity, and an appropriate balance between engaging a subject matter in depth and addressing the broad aims of a liberal education.
2. Conscientious preparation for classes. Course syllabi and assignments should reflect clearly defined academic objectives, expectations and standards. In the preparation of courses, teachers should hold before themselves the best scholarly standards of their disciplines. They should demonstrate current knowledge of the subject matter and its methodology, and creativity in the formulation of the syllabus.

3. Promoting intellectual stimulation and providing challenging learning experiences. Teachers are expected to be skilled in various modes of instruction. The teacher should communicate that understanding derives from an open mind, hard work, and rigorous thinking. Students should experience the rewards of commitment and self discipline in the pursuit of knowledge.
4. Clearly defined and appropriate means of assessing student learning. Through evaluation procedures and grading policies, teachers should communicate that excellence requires not only intellectual curiosity and originality, but also the practice of the rigors and discipline of learning.
5. Critical self-evaluation. Through their response to student evaluations, peer reviews, administrative reviews, and self-checks, faculty members should demonstrate their capacity to improve as teachers. Faculty members being considered for promotion should have their teaching observed by their chair or program director at least once per term. Faculty moving toward tenure should be observed at least twice per term by ranked faculty members (at least once by their chair or program director).

Scholarly Interests and Pursuits

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

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

It is the responsibility of faculty to present clear and public evidence of their scholarly performance and achievement. Since academic departments at Saint Mary's College are relatively small, review by academic colleagues outside the College is of some importance at each rank in maintaining a connection to the field and to academic colleagues with expertise in the specific area of inquiry. The forms which this presentation may take include, but are not limited to:

1. Delivery of research papers or lectures;
2. Awards for scholarly achievement;
3. Creative achievement in the arts;

4. Acceptance to competitive structured programs of post-graduate study beyond that required for the terminal degree in one's field;
5. Published research through books, articles, reviews, and reports;
6. Activities related to professional practice where the faculty member's expertise or contribution can be evaluated. These activities represent the acquisition of significant knowledge or originality in the application of knowledge. Thus the College also recognizes the following evidence:
 - a. Professional papers or reports, published or unpublished, which result from and/or describe consultancies;
 - b. Courses or workshops, taught on a consultant basis or at Saint Mary's College, which demonstrate the faculty member's growth as a professional or increase his/her learning, expertise or skill;
 - c. Participation in professional meetings, panels or workshops.
7. Other evidence that the faculty member has earned a sound professional reputation among academic colleagues outside the College.

Service to the College

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

Expected service includes:

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

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

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

It is the responsibility of faculty to present clear evidence of their effective service to the Department or Program, School, and College. Faculty service should be shared by all.

2.6.1.1 Additional Criteria

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

1. The needs of the College and the department;
2. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
3. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.
4. Exceptional appointments: For appointments with tenure, in addition to the tenure criteria, the following special criteria apply:
 - a. evidence of very high level of teaching effectiveness and continued development of teaching expertise; and
 - b. evidence of highly effective service to his/her college/university community in and beyond the level of the department; and
 - c. evidence of superior scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College; and
 - d. an active interest in the quality of the curriculum and clear evidence of the ability to work productively with colleagues.

Promotion: The following special criteria apply to various ranks:

1. Assistant Professor
 - a. possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
 - b. a promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1 Statement on Criteria for Promotion and Tenure).
2. Associate Professor
 - a. possession of the doctorate, other appropriate terminal degree, or its equivalent ;
 - b. evidence of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1 Statement on Criteria for Promotion and Tenure);
 - c. since the rank usually accompanies tenure, note criteria for tenure above.
 - d. in cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.
3. Full Professor
 - a. completion of a Pre-Professor Interim Review (section 2.6.2.2.2(2));
 - b. possession of the doctorate, other appropriate terminal degree, or its equivalent;
 - c. high level of teaching effectiveness and continued development of teaching expertise, and
 - d. evidence of highly effective service to the College community in and beyond the level of the department, and
 - e. significant scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College, and

- f. a special emphasis on the contribution and commitment to the aims and ideals of the College, an active interest in the quality of the curriculum and the ability to work productively with colleagues.

Note: The President and the Provost, at their respective levels of review for promotion and tenure, will review the candidate's complete personnel file to ascertain if, during the time in which the candidate has been employed at the College, there has been a determination of violation of the College's non-discrimination and/or retaliation policies, including but not limited to the College's policy prohibiting sexual harassment. If such a violation has been found, the President and the Provost may take that finding into account when making a final decision regarding the faculty member's candidacy for promotion and/or tenure and will provide written explanation to the faculty member in question if there is a negative ruling resulting from such a review.

2.6.2 PROCEDURES FOR PROMOTION AND TENURE

2.6.2.1 Eligibility

It is the responsibility of the faculty member to keep track of the schedule of Rank and Tenure reviews, and to keep those involved in the Rank and Tenure process apprised of an appropriate address and telephone number during the deliberation of the Rank and Tenure Committee and the considerations of the Provost. As a matter of courtesy, on or before June 15 of each year the Provost shall remind each person eligible for promotion or tenure. Those persons who are to be considered shall submit to the chair of the Rank and Tenure Committee, on or before August 15 for interim review and on or before October 15 for promotion, tenure, or pre-Professor review, the appropriately completed forms and whatever other information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

2.6.2.1.1 Interruption of the Probationary Tenure-Track Period

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

Stopping the clock under this provision will not be considered a matter for special negotiation, but will be initiated via written notification by the faculty member to the Provost, with copies to the member's Department Chair and Dean. The option of stopping the tenure clock will be independent of a request for Protected Leave (see 2.13.2.1 Family and Medical Leave Act of 1993/California Family Rights Act) or any other leave. The tenure clock will normally be stopped any time during the academic calendar before the submission deadline for the Form A upon request in writing by the faculty member, and will be restarted automatically with the next year's deadline for the Form A. Tenure decisions will not be affected by the interruption of the probationary period (i.e., there will be no changed/higher expectations). The Provost will respond to the faculty member, with copies to the faculty member's department chair and dean, indicating how the tenure schedule has been adjusted.

2.6.2.1.2 Promotion

Faculty members will be considered for promotion in the year in which they reach the top step for their rank. They may choose to apply one year before they reach the top step for their rank, or they may choose to defer consideration for promotion until the first or second year after they reach the top step of their rank. Faculty must be considered for promotion in one of those four years. If promotion is denied, any subsequent request for

said promotion is at the option of the faculty member; the application must adhere to the procedure described in section 2.6.2.2.3 (Promotion and Tenure Reviews).

2.6.2.1.3 Tenure

The normal length of probationary tenure-track letters of appointment is one year; all such letters of appointment are eligible for consideration for annual renewal. The total length of the probationary tenure-track period at the College will not exceed seven years. Faculty appointed to a probationary tenure-track position normally will have up to a maximum three years of prior experience recognized toward tenure. In exceptional circumstances a candidate can be appointed with tenure, or with four, five, or six years toward tenure.

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

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

2.6.2.2 Faculty, Department and School Procedures

There are three distinct types of review: promotion, tenure, and interim reviews. In a given year a faculty member moving toward promotion and tenure can have overlapping reviews. In all cases, it is the faculty member's responsibility to be knowledgeable about his/her schedule for review. Department/School interim reviews, Rank and Tenure interim reviews, and tenure reviews occur according to the length of the candidate's in-residence probationary period. Promotion reviews occur according to the candidate's placement on the salary scale (see section 2.6.2.1.2 Promotion).

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

	Seven Years (No years granted toward tenure)	Six Years (One year granted toward tenure)	Five Years (Two years granted toward tenure)	Four Years (Three years granted toward tenure)
1.	No Review			
2.	Dept/School Interim Review	Dept/School Interim Review		
3.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	
4.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review
5.	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review	Rank & Tenure Interim Review

6.	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review	Rank & Tenure Tenure Review
7.	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary	Terminal year, if necessary
Note: The timing of promotion reviews by the Rank and Tenure Committee depends upon the candidate's initial placement on the salary scale (see section 2.6.2.1.2 Promotion)				

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

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

2.6.2.2.1 Interim Reviews Conducted by the Department/Program/School

1. The interim review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the Provost with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews. There are two kinds of interim reviews, those conducted by the department/program/School (this section) and those conducted by the Rank and Tenure Committee (see section 2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee). It is the faculty member's responsibility to be knowledgeable about his/her schedule for interim reviews.
 - a. All probationary candidates shall be reviewed by their department/program/School in the year(s) prior to the interim reviews conducted by the Rank and Tenure Committee. The department/program/School reviews occur according to the length of the candidate's in-residence probationary period. (See chart in section 2.6.2.2 Faculty, Department and School Procedures.)
 - b. Exceptions to the interim review schedule are to be granted only by the Provost in consultation with the Rank and Tenure Committee.
 - c. Department chairs and program directors shall complete these reviews on or before February 15.
2. The chairperson or program director is responsible for conducting department/program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chairperson or program director is not on the Rank and Tenure roster, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with at least the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with at least the members of department or program, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chairperson or director is charged with preparing a thorough written review of the candidate's performance in each criterion area (see section 2.6.1 Statement on Criteria for Promotion and Tenure), which shall be provided to the faculty member and the Dean. A review shall include class visitations, formal consultation with other members of the department or

program, including all tenure-track members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a recommendation on reappointment or termination. In cases where the chairperson or program director, in formal consultation with tenure-track members of the department or program, does not recommend reappointment, the Dean of the School shall review the case and send it on to the Rank and Tenure Committee along with his/her own written recommendation, as prescribed in procedure 5 below.

3. A department chairperson or director of a program will solicit a letter from any other chairperson or director of a program in whose department or program the faculty member being reviewed has taught more than one course during each of the last three years (see sections 1.4.2.2.1 Dean of the School and 2.6.1.1 Additional Criteria).
4. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School. A Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School.
5. In the case of an interim review of a probationary candidate conducted by the department chairperson or program director: If a Dean of a School concurs with the recommendation for reappointment, he/she shall inform the Provost and the chair of the Rank and Tenure Committee in writing on or before March 1; if the Dean of a School disagrees with the recommendation of reappointment, or agrees with the recommendation of termination, or disagrees with the recommendation of termination, the Dean shall send to the Rank and Tenure Committee, on or before March 1, the written recommendation of the department chairperson or program director together with his/her own written recommendation, stating the reasons for agreeing or disagreeing with the departmental recommendation. The Rank and Tenure Committee shall consider all evidence before making its recommendation, on or before March 15, to the Provost.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

1. *Probationary tenure-track candidates.* Interim reviews by the Rank and Tenure Committee shall occur for all probationary tenure-track professors who will be considered for tenure in either of the two years following appointment. (See chart in section 2.6.2.2 Faculty, Department and School Procedures.)
2. *Pre-Professor Interim Review.* A faculty member who is tenured but has yet to be considered for Full Professor must have a pre-professor interim review after tenure before being considered for Full Professor. It is the responsibility of the faculty member to complete this review at least one year before seeking promotion to Full Professor. A faculty member seeking promotion to Full Professor at the same time as tenure must in the Form A process address the additional criteria for promotion to Full Professor that go beyond those required for tenure alone; this means that in the prior year, this faculty member must complete a Pre-Professor review as part of the interim review process for tenure.
3. On or before June 15 of each year, the Provost shall remind faculty members of their impending reviews. Those persons to be considered for interim review, except pre-Professor, shall submit to the chair of the Rank and Tenure Committee, on or before August 15, Form A. Form A asks the candidate to address the appropriate criteria listed in the *Faculty Handbook*, and to provide supporting evidence. Those persons to be considered for pre-Professor review shall submit these materials to the chair of the Rank and Tenure Committee, on or before October 15. The candidate shall remind all chairs and program directors in which areas, departments, programs the candidate has

taught of their responsibilities to provide their evaluations of the candidate to the chair of the Rank and Tenure Committee.

4. Form B is to be submitted by the candidate's department or program chair. Form B asks the candidate's department or program to address the candidate's credentials in light of the Handbook criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make a departmental recommendation. In addition to the departmental evaluation contained in the Form B, individual members of the greater academic community—SMC administrators, faculty, or staff, or colleagues from external institutions—may also submit to the chair of the Rank and Tenure Committee to be placed in the candidate's Rank and Tenure file. Individual letters received from on-campus sources (e.g. current faculty or staff, emeriti faculty, current students, etc.) will be accessible to candidates undergoing review, along with the Form B, the dean letter, and the recommendation from the Student Rank and Tenure Committee. Individual letters received from off-campus sources (e.g. colleagues at other academic institutions) will not be accessible to candidates undergoing review. The chair or program director submits Form B to the chair of the Rank and Tenure Committee, on or before September 15. Letters of evaluation by deans and other letters from peers are due on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year). Form B for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and letters by Deans and others on or before January 15.
5. The chair or program director is responsible for coordinating department/ program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chair or program director is not tenured, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with at least the tenured members of the department or program, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chair or director is charged with coordinating a department or program review of the candidate's performance in each criterion area (teaching, scholarship, service). A review shall include class visitations, formal consultation with other members of the department or program, including all tenure-track members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a department or program recommendation on reappointment or termination. In addition, a department chair or director of a program is responsible for coordinating those interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see section 1.4.2.4.3 Rank and Tenure Review).
6. A Dean of a School is responsible for ensuring that interim review procedures are correctly applied at the School level for all faculty whose primary responsibilities lie in a department of that School (see section 1.4.2.2.1 Dean of the School). Unless requested by the Rank and Tenure Committee, a Dean of a School is not required to evaluate faculty whose primary responsibilities lie in a department outside the School, but who teach in the School. The Dean's letter will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.

2.6.2.2.3 Promotion and Tenure Reviews

1. On or before June 15 of each year, the Provost shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered for promotion and/or tenure shall submit Form A to the chair of the Rank and Tenure Committee, on or before October 15. Form A asks the candidate to address the appropriate criteria listed in the Faculty Handbook, and to provide supporting evidence. A faculty member who has previously been denied promotion and who wishes to be considered for promotion in the current year, must inform the Provost no later than July 15.
2. On or before June 15 of each year, the Provost shall provide a written reminder to the Deans of the Schools and the chair of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chair so notified shall then submit to the chair of the Rank and Tenure Committee, on or before September 15 for interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress reviews, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the chair of the Rank and Tenure Committee, on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year) for interim reviews, and on or before December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.
3. The chair or program director is responsible for coordinating departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see section 1.4.2.4.3 Rank and Tenure Review). If the chairperson or program director is not tenured, then a tenured member of the department shall be selected by the Dean of the School, after consultation with at least the tenured members of the department or program, shall select a tenured member of the School to carry out the reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a department chairperson or director of a program is responsible for coordinating the review of all other faculty who have taught in the department or program during the last four years and who are being considered (see section 1.4.2.4.3 Rank and Tenure Review).

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

4. A Dean of a School is responsible for promotion and tenure review at the School level for all faculty whose primary responsibilities lie in a department or program of that School. Unless requested by the Rank and Tenure Committee, a Dean of a School is normally not required to evaluate faculty whose primary responsibilities lie in a

department or program outside the School, but who teach in the School. The Dean's letter will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee.

5. On or before July 1 of each year, the Provost shall distribute to the academic community a draft electronic roster of all Rank and Tenure faculty, including a list of those persons who are to be considered for promotion or tenure.

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

Faculty should treat the due dates as firm, non-negotiable deadlines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. Candidates who submit materials late may, as a consequence, receive delayed notification from the Rank and Tenure Committee regarding formative advice or promotion or tenure recommendations.

The Rank and Tenure Committee, Provost, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by the Rank and Tenure Committee, Provost, or President is not an event subject to Grievance (see section 2.16 Grievance). The President will notify candidates in writing of any significant delay in the decision process.

On or before:	
June 15	<ul style="list-style-type: none"> • Draft Rank and Tenure Roster is distributed electronically. • Rank and Tenure Committee chair reminds faculty, department chairs/program directors and Deans of the impending reviews and the pertinent review dates.
July 15	<ul style="list-style-type: none"> • Final Rank and Tenure Roster is distributed electronically. • Rank and Tenure Committee chair gives a list of candidates to the Student Rank and Tenure Evaluation Committee, which initiates the Student Rank and Tenure process.
August 15	<ul style="list-style-type: none"> • Rank and Tenure chair reminds all faculty that letters of evaluation for candidates for promotion to Professor or tenure are due no later than December 15. • All candidates to be considered by the Rank and Tenure Committee for interim review, except for pre-Professor, must submit self-evaluations, together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.
September 15	<ul style="list-style-type: none"> • Chairs/Program Directors submit letters of evaluation for candidates undergoing interim review.
October 1 - 20	<ul style="list-style-type: none"> • Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair: October 1 (3rd year), October 10 (4th year),

October 15	<p>October 20 (5th year).</p> <ul style="list-style-type: none"> Faculty submit letters of support and peer teaching observation letters to the candidate's file: October 1 (3rd year), October 10 (4th year), October 20 (5th year) Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.
	<ul style="list-style-type: none"> All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors.
December 1	<ul style="list-style-type: none"> Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.
December 15	<ul style="list-style-type: none"> Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. The Rank and Tenure chair sends letters to all faculty who were under interim review, with copies to the candidate's dean and department chair or program director. A copy of this letter is also sent to the Provost.
January 15	<ul style="list-style-type: none"> Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. The Provost sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts, with copies to the candidate's dean and department chair or program director. Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure. Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.
February 15	<ul style="list-style-type: none"> Department chairs and program directors shall complete second year interim reviews on or before February 15.
March 1	<ul style="list-style-type: none"> Deans shall inform the Provost and the chair of the Rank and Tenure Committee in writing on or before March 1 if they concur with the recommendations of the department or program's second year interim review.
March 15	<ul style="list-style-type: none"> The Rank and Tenure chair sends letters to candidates for tenure, with copies to the candidate's dean and department chair or program director and the President. A copy of this letter is also sent to the Provost. The Provost will inform in writing the candidates for whom he/she is considering a negative recommendation of that fact.
April 1	<ul style="list-style-type: none"> The Provost sends letters of recommendation of candidates for tenure to the President.
May 1	<ul style="list-style-type: none"> The President sends out letters to candidates for tenure, with copies to the candidate's dean and department chair or program director. The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review, with copies to the candidate's dean and

	department chair or program director. A copy of this letter is also sent to the Provost.
May 15	<ul style="list-style-type: none"> • The Provost sends letters of recommendation of candidates for promotion to the President, with copies to the candidate's dean and department chair or program director.
June 1	<ul style="list-style-type: none"> • The President sends letters to candidates for promotion, with copies to the candidate's dean and department chair or program director.

2.6.2.2.4 Review of Department Chair or Program Director

When a department chair or program director is scheduled to have a promotion, tenure or interim review, the Provost, appropriate School Dean and that chairperson or director will consult and select a tenured faculty member, normally from that department or program, who will serve as chairperson for the purpose of the review of that department chairperson or program director as described in section 2.6.2.2.1 (Interim Reviews Conducted by the Department/Program/School), 2.6.2.2.2 (Interim Reviews Conducted by the Rank and Tenure Committee) and 2.6.2.2.3 (Promotion and Tenure Reviews).

2.6.2.3 Rank and Tenure Committee Procedures

1. Although neither the Board of Trustees nor the College administration has formally agreed to the 1940 Statement and subsequent interpretive documents and is not legally bound to adhere thereto, nonetheless, in the matter of faculty tenure, promotion, non-reappointment and termination, the Rank and Tenure Committee, the College administration and the Board of Trustees respect and in general follow, as far as local conditions pertain, the 1940 Statement of Principles and subsequent interpretive comments (1940, 1970 and 1977) of the American Association of University Professors. However, in cases where differences occur between the Saint Mary's College *Faculty Handbook* and procedures and policies of the AAUP, the Saint Mary's College *Faculty Handbook* takes precedence.
2. Confidentiality
 - a. The deliberations and voting of the Rank and Tenure Committee are confidential to everyone except members of the Committee, the Provost, and the President. The recommendations of the Rank and Tenure Committee will be conveyed to candidates, their chairs, and their deans by the President or the chair of the Rank and Tenure Committee. Any other discussion of any of these matters by any member of the committee is a breach of confidentiality. It is the primary responsibility of all members of the Committee to ensure that confidentiality be maintained. Faculty members should not inquire about such confidential matters from members of the Rank and Tenure Committee.
 - b. While the Committee may agree to solicit additional information concerning candidates through the chair of the Rank and Tenure Committee, individual Rank and Tenure Committee members must not solicit such information. Members of the committee may, however, carry out their parallel responsibilities of contribution to the departmental review of a candidate. In doing so, they must rigorously avoid using their position as members of the Rank and Tenure Committee to sway judgments of others participating in this review.

- c. The Dean, chair or program director, and the Rank and Tenure Committee shall not include or reference confidential materials from off-campus sources in the candidate's file in a manner which could reveal their existence or their source.
 - d. If a question arises concerning a breach of confidentiality or misuse of the information gathering process by a member of the Rank and Tenure Committee, the other members of the Committee should consider the matter together and take whatever action the Committee deems appropriate.
 - e. Other than current members of the Rank and Tenure Committee, those who have access to confidential information in Rank and Tenure files are the President, the Provost, the Dean of the School for school faculty, department chairpersons (or program directors) for department faculty (or program faculty), and the candidate undergoing the Rank and Tenure review. Starting with the 2016-2017 academic year, the only items in the confidential Rank and Tenure file that shall remain inaccessible to candidates undergoing Rank and Tenure review will be (1) individual letters from off-campus sources, (2) individual letters received during, or prior to, the 2015-2016 academic year, and (3) recommendations received from the Student Rank and Tenure Committee during, or prior to, the 2015-2016 academic year.
3. Voting
- a. The Rank and Tenure Committee may conduct business with a quorum of seven members, but it endeavors to conduct business only when all nine regular members are present. Any member who has a defined role (e.g., department chair or program director) in the recommendation for a candidate shall recuse him/herself from the discussion and vote for that case. Any member who believes that he/she would not be able to cast an impartial vote, shall recuse himself/herself from the discussion and vote for that case.
 - b. In making recommendations concerning cases involving interim review, promotion, and/or tenure, the Committee will vote by secret ballot. Tally of votes is recorded only in the minutes.
 - c. A minimum of five votes, either positive or negative, are required to make a recommendation for the Rank and Tenure Committee. Only positive or negative votes shall be cast. In case of a tie vote, further discussion and a new vote will occur at the next meeting in which at least seven members are present unless the Committee decides otherwise by unanimous consent.
4. The Rank and Tenure Committee endeavors to complete its recommendations by the last day of classes in May.

2.6.2.4 Student Rank and Tenure Committee Procedures

1. By July 15 of each year, the Provost shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.
2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.

3. Members of the Student Rank and Tenure Committee will be given access through the Office of Academic Affairs to the previous spring and fall teaching evaluation forms of all candidates for promotion and tenure.
4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

2.6.2.5 Recommendation and Decision Procedures

Interim Review

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

Tenure

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

candidate's dean and department chair or program director, and send that letter to the Provost for consideration.

- i. The candidate shall have fifteen (15) working days from the date of posting of certified mail from the chair of the Rank and Tenure Committee to submit to the Provost his/her written response to the decision, including additional materials for consideration.
 - ii. After the allotted period of time for the candidate's reply has passed, or a reply has been received, whichever occurs first, the Provost will make a decision.
 - iii. The Provost will convey the decision in a letter to the President, which will be forwarded at the same time as any timely response (including additional materials) from the candidate, and the letter from the Rank and Tenure Committee, signed by the chair.
2. Upon receipt of the recommendations and the candidate's written response (if timely made) the President of the College shall review the recommendations and the candidate's written response and make the final decision as to the granting or denial of tenure.
3. If the President disagrees with the recommendations of the Rank and Tenure Committee and/or the Provost to grant tenure in a tenure consideration, the President will meet with the Rank and Tenure Committee or, if his disagreement is with the Provost alone, with the Provost, to discuss the case. If, after such meeting and discussion, the President still disagrees with the recommendation(s) in a case where the President intends to deny tenure, the President shall inform the faculty member in writing of the President's decision to deny tenure and will inform the candidate of the recommendations of both the Rank and Tenure Committee and the Provost. If the faculty member so requests, the President will give (the) reasons for denial of tenure orally, in person or by telephone, to the faculty member. If the faculty member so requests, the President will give the faculty member a written statement of the reasons for denial of tenure.
4. The President will inform all candidates in writing of his decision to grant or deny tenure. To the extent possible, notification to the candidates of tenure decisions will be made at approximately the same time. In all cases where the President's decision is to deny tenure, the President shall inform the candidate in writing of the President's decision and the recommendation (to recommend or deny) of the Rank and Tenure Committee, and the recommendation (to recommend or deny) of the Provost.
5. Following notification to the candidate of the President's decision, the candidate may appeal the President's decision to deny tenure according to the Appeal Procedures.

Promotion

All decisions on promotion by the Rank and Tenure Committee, whether positive or negative, are advisory to the President, but are sent first to the Provost for consideration. When the deliberations of the Rank and Tenure Committee are completed, the Rank and Tenure Chair sends a letter announcing its recommendation to the candidate and a copy of that letter to the Provost. The Provost arrives at a separate decision, based on a review of the evidence gathered in the formal Rank and Tenure process and any new materials submitted by the candidate after the Rank and Tenure Committee decision. The Provost will indicate in writing to the President whether s/he concurs with the recommendation of the Rank and Tenure Committee and forward to the President both that written concurrence and the letter from the Rank and Tenure Committee. If the Provost does not concur with the recommendation of the Rank and Tenure Committee, s/he will write a separate letter and forward this to the President along with the letter from the Rank and

Tenure Committee. The President shall make his decision based on the stated *Faculty Handbook* criteria for promotion and tenure, after reviewing the evidence gathered in the formal Rank and Tenure process and any additional materials submitted by the candidate to the Provost pursuant to notification of a negative Rank and Tenure Committee or Provost's decision.

2.6.3 ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS

1. Academic administrators with faculty rank are those who meet the following criteria:
 - a. Regular faculty status, granted according to the same standards that apply to other members of the faculty.
 - b. Administrative duties of a genuinely academic character, that is, directly concerned with the academic program or with the academic preparation of students (e.g., President, Provost, Vice Provost for Undergraduate Academics, Vice Provost for Graduate and Professional Studies, Dean of a School).
2. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
3. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of tenure and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they progress one step within rank each year.
4. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty.
5. The Provost, Vice Provost for Undergraduate Academics and Vice Provost for Graduate and Professional Studies will be reviewed by the Rank and Tenure Committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview with the candidate. Recommendation should be made by the chairperson of the Academic Senate to the President of the College.
6. Promotion and the granting of tenure to academic administrators should be governed by the same criteria that are applied to other faculty members (with the exception that the academic administrator is regarded as full-time regardless of the extent of his/her teaching duties).
7. The Rank and Tenure Committee makes no recommendation directly on the appointment and retention of academic administrators who are appointed in their administrative capacity by the President of the College. It does make recommendations on their rank and promotion and tenure.

2.7 **TENURE**

(see section 2.6 Promotion and Tenure)

2.8 **SEPARATION**

2.8.1 **RESIGNATION**

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

2.8.2 RETIREMENT OF TENURED FACULTY MEMBERS

1. A tenured faculty member intending to retire is urged to inform in writing the department chairperson and/or program director, and the Dean of the School of his/her decision to retire at least one year prior to the expected retirement date, so that the department/program can make appropriate plans.
2. A tenured faculty member intending to retire must submit a letter to his/her department chair/program director, and Dean indicating this decision and the effective date of retirement so that the department/program can make appropriate plans.
3. A tenured faculty member considering retirement, or wishing to retire, should consult the Human Resources office regarding social security, as well as TIAA illustrations of projected income and other benefits under the College's retirement plans at least six months in advance of expected retirement date (see section 2.14.7 Retirement).
4. Following retirement, a tenured faculty member may be eligible for consideration for appointment to teach a class at the discretion of the appropriate Department Chair or Program Director. (See also 2.2.3.2 Retired Faculty Teaching Status)

2.8.3 NON-REAPPOINTMENT OF TENURE-TRACK FACULTY

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

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

2.8.3.2 Standards of Notice for Probationary Tenure-track Appointments

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

2.8.4 TERMINATION OF AN APPOINTMENT BY THE COLLEGE

Termination of an adjunct appointment before the end of the contract will be done in accordance with Article #18 subsection I.B of the Collective Bargaining Agreement. The remainder of section 2.8.4 applies only to tenure-track faculty.

Termination of a tenure-track appointment with continuous tenure or of a probationary or temporary appointment before the end of a specified term, will be by the President (unless otherwise noted below) for adequate cause, as follows:

2.8.4.1 General Financial Exigency

Termination may result because of a general state of financial exigency that threatens the survival of the College. In advance of a declaration of a state of general financial exigency, the President and the Vice President for Finance and Administration will explain the financial state of the College, and will involve the faculty, including the Faculty Welfare Committee, in a discussion regarding what steps can be taken to avoid the declaration of general financial exigency by the Board of Trustees. Upon designation of a general financial exigency by the Board of Trustees an Ad Hoc Committee on Termination shall be appointed by the chair of the Academic Senate with the advice and consent of the Academic Senate. The Ad Hoc Committee on Termination shall consist of five tenure-track faculty members, one from each School, and the chair of the Academic Senate, who shall serve as a non-voting chair of the committee. The Ad Hoc Committee on Termination shall establish criteria for termination and shall identify those to be terminated. Any faculty member identified as one to be terminated has the right to a review hearing. Every effort will be made to place the faculty member in another position in the College for which the person is qualified. In such circumstances the Provost, Vice President for Finance and Administration, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded. If, during a three-year period the position is reopened, the terminated faculty member will have the option of assuming his/her former position.

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

The decision to discontinue an academic program or a department where there are tenured or tenure-track faculty not covered by a state of financial exigency shall be based on educational considerations. The Undergraduate Educational Policies Committee (or the Graduate and Professional Studies Educational Policies Committee if the program falls under their jurisdiction) shall examine the evidence presented by the Dean of the School in which the program or department resides and shall recommend action to be taken by the Academic Senate. The program or department may not be discontinued until such a recommendation is approved by the Academic Senate and the Provost according to established procedures (see section 2.8.4.2.2 Process for Discontinuance of an Academic Department or Program). If a tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by another tenured faculty member. Similarly, if a tenure-track, non-tenured faculty member is displaced by the discontinuance of a program or department, the College has the obligation to appoint the individual to another position for which he/she is qualified and which is not occupied by a tenure-track or tenured faculty member. If, during a three-year period, the department or program is reopened, the terminated faculty members, in order of their College employment seniority, will have the option of assuming their former positions during the first year the program or department reopens. A faculty member may request a formal review hearing by an ad hoc faculty committee appointed by the Academic Senate regarding his/her reassignment. In such circumstances the Provost, Vice President for Finance and Administration, chair of the Faculty Welfare Committee and chair of the Academic Senate will constitute a committee to review the budget situation and to make a recommendation to the President as to whether an appropriate severance package would be awarded.

2.8.4.2.1 Process for Suspension of Program Enrollment

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

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

If the Dean believes that the termination of the program is the likely outcome of the suspension of enrollment, appropriate steps must be taken to initiate the termination process so that the process given in section 2.8.4.2.2 (ending in an Academic Senate action) can be reached before the suspension period ends. Under no circumstances may classes or enrollment be suspended beyond two consecutive academic enrollment periods without a determination by the Graduate and Professional Studies Educational Studies Policies Committee or Undergraduate Educational Policies Committee of the status of the program. The Chair of the Undergraduate Educational Policies Committee or Graduate and Professional Educational Studies Policies Committee may require a full report by the Dean of the affected program prior to the end of the suspension period if the Chair believes that such a report would help resolve the situation.

2.8.4.2.2 Process for Discontinuance of an Academic Department or Program

1. Proposals should be written by the appropriate academic dean with reference to the *Guidelines for Department and Program Reviews* (see 1.7.4.7.1 Program Review Committee) to ensure that all aspects of the department or program are duly considered. In addition, the proposal should address the following questions:
 - a. Why should the department or program be terminated based on the following criteria: quality of the program, demand, efficiency, and centrality to the mission of the College
 - b. What are the probable effects of termination of the program? For example, who will be affected by the decision? How? What are the potential effects on faculty (tenured, tenure track, and non-tenured), staff, students, majors, other undergraduate and/or graduate programs of the College? What effect will this action have on other departments? What effect will this action have on the College's character and mission (Liberal Arts, Catholic, Lasallian)?
 - c. What steps should the College take to minimize any negative effects of the discontinuation?
2. Proposals for discontinuing a department or program are to be submitted in writing to the Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee during the academic year but no later than March 1st. Once a proposal is received, the Committee will meet with (1) the Provost, or the Vice Provost for Academic Affairs, (2) the appropriate Dean of the department's or program's school, (3) the department chair or program director, (4) the department/program faculty, and (5) a Program Review Committee representative. The committee chair will then bring forward to the Academic Senate either a recommendation for or against discontinuance.

3. The Academic Senate will consider and take action on the recommendation of the Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee.

2.8.4.3 Medical Reasons

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

2.8.4.4 Failure to Observe Conditions for Leave of Absence or Sabbatical

If a faculty member fails to observe the conditions mutually agreed upon in writing for a leave of absence or a sabbatical, he/she may be subject to a hearing of the Grievance Committee called at the request of his/her department chair, appropriate Academic Dean, or the Provost to recommend whether there is cause for termination. The party bringing the complaint shall present a written case for termination to the Grievance Committee and the faculty member. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The Provost will render the decision whether to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the Provost will set out his/her reasons. The decision of the Provost may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

2.8.4.5 Unfitness

Unfitness to perform in a professional capacity will constitute cause for termination. Unfitness includes, but is not limited to, incompetence, dereliction of duty, transgression of academic freedom (section 2.9.1 Academic Freedom and Responsibility), violation of law directly interfering with the performance of one's faculty responsibilities (e.g., failure to comply with the College's non-discrimination policies), and immoral conduct in the performance of his/her duty. The faculty member's department chair, appropriate Dean, or the Provost will present a case for termination to the Grievance Committee. The Committee will set a time for meeting and will give the faculty member an opportunity to present his/her own case. When the Committee has reached a recommendation, it will notify all parties. The Provost will render his/her decision whether or not to terminate the employment of the faculty member. If his/her decision is different from the recommendation of the Grievance Committee, the Provost will set out his/her reasons. The decision of the Provost may be appealed by the faculty member concerned directly to the President. In all instances, the President's decision shall be final.

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

2.9 **FACULTY RIGHTS AND RESPONSIBILITIES**

2.9.1 **ACADEMIC FREEDOM AND RESPONSIBILITY**

Saint Mary's College's ability to perform its Mission depends on the vigorous and unimpeded exercise of the Faculty's academic freedom. The common good of our Catholic, Lasallian, and Liberal Arts community depends on the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

- a. All Saint Mary's faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.
- b. Faculty are entitled to freedom in the classroom in discussing their subject or area of professional expertise, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or area of expertise. Faculty have a particular obligation to promote conditions of free inquiry, discussion, and expression.
- c. Saint Mary's College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they must remember that the public may judge their profession and their institution by their utterances. Hence they must at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

(This statement is based on principles articulated in the following AAUP documents: "1940 Statement of Principles on Academic Freedom and Tenure," the 1940 and 1970 interpretive comments, the "Statement on Students' Rights and Freedoms," the "Statement on Extramural Utterances," the "Statement on Professors and Political Activity," the "Statement on Professional Ethics, Section II.")

2.9.2 POLICY ON PUBLIC PRESENTATIONS

2.9.2.1. Preamble

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

Our mission challenges us to pursue truth wherever it can be found, confident that between faith and reason there can be no fundamental conflict. While we place a high value on freedom of inquiry and discussion, and on the opportunity for intellectual stimulation, which can be the product of controversial content, with this freedom also comes fiduciary responsibility. The policy which follows outlines reasonable precautions for the scheduling of controversial events, which are designed to foster authentic dialogue and to protect the reputation of the *alma mater* we all cherish.

2.9.2.2. Policy

2.9.2.2.1. *Definitions*

- a. "Public presenter" means a person neither attending Saint Mary's College nor otherwise employed by the College who is invited to make a public address or give a public performance.
- b. "Public" qualifies audiences composed in whole or part of persons neither attending nor employed by Saint Mary's College.

- c. “Public” qualifies presentations, including performances or addresses, open to public audiences.
- d. The following guidelines do not apply to faculty members in the teaching of their classes. (see section 2.9.1 Academic Freedom subsection (b)).

2.9.2.2.2. *Considerations for Public Presentations*

- a. Public presentations must serve the mission of the College, as provided in the Preamble.
- b. All applicable procedures for contracting and scheduling, as provided in the Faculty, Staff or Student Handbook, must be followed.
- c. Public presentations must be ticketed, if seats are limited.
- d. Significant access for SMC students must be assured.
- e. If the presentation involves audience participation (e.g., a question period), SMC students must enjoy priority.
- f. Sponsors’ announcements or advertisements will declare that public presenters’ views are not necessarily those of Saint Mary’s College or the sponsoring collegiate entity.
- g. The Office of College Communications must approve announcements and advertisements.
- h. Sponsors will take reasonable steps to ensure that debate or discussion attending public presentations is conducted in a fashion worthy of a community of learning.
- i. It belongs to the exercise of that deliberate responsibility for the common good which is supposed in the Preamble that sponsors of foreseeably controversial presentations take counsel with the appropriate Dean or other supervisor, who may in turn seek the counsel of the Provost or President.

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

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

- a. The presentation is egregiously contrary to the College’s mission;
- b. The presentation presents an immediate and unmanageable risk to the physical safety of members of the College community or their guests; or
- c. The presenter(s) or his/her (their) agent’s refusal to agree to the College’s expressed policies or contracting terms presents an unacceptable risk to the College.

The President will explain to the Academic Senate a decision to deny or withdraw an invitation.

2.9.3 INSTITUTIONAL POLICIES

Nondiscrimination Disclosure

In compliance with applicable law and its own policy, Saint Mary’s College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, marital status, medical condition or physical or mental disability.

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

Non-Discrimination Policy

Saint Mary’s College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary’s programs and activities can work and

learn together in an atmosphere free of all forms of discrimination, exploitation, intimidation, or harassment, including sexual, based on a legally protected characteristic or status. Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, sex/gender, sexual orientation, gender identity, marital status, medical condition, or physical or mental disability, taking a protected leave (e.g., family, medical, or pregnancy leave), or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary's policy. It is Saint Mary's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students, and staff are responsible for maintaining an environment that is free of sexual harassment and other forms of discrimination, harassment and retaliation as described in this Policy.

Title IX Information

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

Saint Mary's College Title IX Coordinator (interim):
Jane Camarillo, Vice Provost for Student Life
jc11@stmarys-ca.edu
(925) 631-4235

Title IX Officer Deputy Coordinator:
Evette Castillo Clark, Dean of Students
ecc4@stmarys-ca.edu
925-631-4238

Definition of Sexual Harassment

1. Sexual harassment is a form of sex discrimination, which is illegal under both federal and state law. It can be verbal, visual, or physical. Although what constitutes sexual harassment will vary with the particular circumstances, it is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in a College activity, or
 - b. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or
 - c. such conduct has the effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or abusive working or learning environment.
2. Sexual harassment does not include verbal expression or written material that is relevant and appropriately related to course subject matter or curriculum, and nothing in this policy is intended to interfere with Saint Mary's educational mission or academic freedom, e.g., the ability of a teacher or student to examine examples of harassment appropriate to a particular subject.

3. A determination of whether particular conduct creates an intimidating, hostile or abusive work or learning environment is assessed from the point of view of a reasonable person in the complainant's position; such a determination also takes into account the totality of the circumstances, including, but not limited to, the following:
 - a. the frequency of the abusive conduct;
 - b. its seriousness;
 - c. whether it is physically threatening or humiliating;
 - d. the location of the conduct and the context in which it occurred;
 - e. the degree to which the conduct affected the education or employment environment; and,
 - f. the relationship between the parties.

Examples of Conduct which may be Sexual Harassment

1. Examples of verbal, physical or visual conduct which may be sexual harassment include, but are not limited to:
 - a. direct propositions of a sexual nature;
 - b. sexual innuendoes and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
 - c. direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc.
 - d. conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more of the following:
 - i. comments of a sexual nature, including sexually explicit statements, questions, jokes, anecdotes, or graphic material (e.g., visuals, such as screen savers, which are sexually explicit);
 - ii. unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - iii. remarks of a sexual nature about a person's clothing or body;
 - iv. insulting sounds or gestures, whistles, or catcalls;
 - v. invading someone's personal space or blocking her/his path;
 - vi. unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications;
 - vii. displaying sexually suggestive objects, pictures, cartoons or posters (e.g. screen savers).
 - e. a consensual romantic or sexual relationship which
 - i. causes adverse treatment of third parties, or
 - ii. creates a hostile or intimidating working or learning environment for third parties;
 - f. stalking (which is also criminal behavior).
 - g. sexual assault (which is also criminal behavior).
2. Some conduct that may appear to be consensual may also be unacceptable.
3. Sex/gender-based discrimination, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender or gender-

based characteristics, but not involving conduct of a sexual nature (e.g., the repeated sabotaging of female students' laboratory experiments by male students in the class) may be a form of sex discrimination prohibited by law. While sex/gender-based discrimination may be distinguished from sexual harassment, acts of sex/gender-based discrimination may contribute to the creation of a hostile work or academic environment. Thus, a determination of whether a hostile environment due to sexual harassment exists may take into account acts of sex/gender-based discrimination.

4. Not all sexual harassment occurs between persons of differing power. Sexual harassment may also occur between peers. In addition, while the majority of reported cases of sexual harassment involve a male harassing a female, sexual harassment may also involve a female harassing a male, or an individual harassing a person of the same gender.

NOTE: Nothing in this Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. However, faculty members may not interject into the academic setting sexual material that is unrelated to any legitimate educational objective or allow the educational setting to be so sexually charged that Saint Mary's students are prevented from effectively participating in the academic environment.

2.9.3.1.1 Retaliation and/or Violation of Interim Protections

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of alleged discrimination, harassment (including sexual or sexual assault) or of any other violations of College policies, including but not limited to the Student Code of Conduct, are prohibited. This prohibition includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint under this policy, or those who assist a student or employee in bringing a complaint, or those who participate in an investigation and/or student discipline process for an alleged violation of the Student Code or other College policy.

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

The reporting procedures described below also apply to allegations of retaliation. Interim protections mean steps the College takes to reasonably protect employees and students during an investigation and/or student discipline process.

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

Saint Mary's has in place internal procedures to investigate and address complaints of discrimination, harassment (including sexual), and retaliation as described in this Policy. These procedures are intended to assure fairness and to maintain confidentiality in the process of responding to complaints.

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

Title IX Officer Deputy Coordinator:
Evette Castillo Clark, Dean of Students
ecc4@stmarys-ca.edu
925-631-4238

In the case of an emergency, contact:
Public Safety Department: 925-631-4282
(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

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

Saint Mary's College Title IX Coordinator or designee:
Jane Camarillo, Vice Provost for Student Life
jc11@stmarys-ca.edu
(925) 631-4235

In the case of an emergency, contact:
Public Safety Department: 925-631-4282
(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

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

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

In addition, individuals who believe they have experienced discrimination, harassment, including sexual harassment or sexual assault, based on the protected characteristics listed above and/or retaliation are free to contact the Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing to pursue external legal remedies.

Investigation and Corrective Action: The College will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt and professional manner.

If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the College will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the College's Student Code or other applicable procedures. If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the College, corrective action within the reasonable control of the College, and as appropriate under the circumstances, will be initiated.

If termination of a faculty member is contemplated, the applicable rules governing dismissal for unfitness will be followed.

The employee or student who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, an employee or student who is accused of the unlawful discrimination or harassment will be advised of the results of the investigation.

Intentionally False Reporting: Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings.

Confidentiality: When sexual harassment or assault has been reported, the College will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information. The degree to which confidentiality can be protected, however, will often depend upon the professional role of the person being consulted. For example, the Dean of Students may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to an investigation. In addition, the College is required by law to report to the police certain information about incidents occurring on campus. Such reports are for statistical purposes only and do not include individual identities. Finally, faculty are considered responsible employees who have a duty to report. Faculty cannot serve as confidential resources.

Confidential Resources: Confidential resources provide members of the College community with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Local confidential resources include

- Coordinator of Sexual Assault Awareness, Outreach and Education, Gillian Cutshaw ([925-631-4193](tel:925-631-4193))
- Therapists at the Counseling and Psychological Services ([925-631-4364](tel:925-631-4364))
- Priests consulted under the protection of the priest-penitent privilege
- Professional staff at the Health and Wellness Center (925-631-4254)

Reports to these resources do not serve as notice to the College to initiate an investigation to address the alleged sexual harassment.

Campus Resources

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

Community Resources

- Contra Costa County Crisis & Suicide Intervention: 800-833-2900 (24 hour Hotline)

- Community Violence Solutions: 800-670-7273 (Contra Costa Rape Crisis 24-Hour Hotline)
- Employee Assistance Program:
- Mental Health Network (MHN): 800-977-7585 members.mhn.com (company code: smceap)
- National Sexual Assault Hotline: 800-656-HOPE (4673)
- Rape, Abuse & Incest National Network: www.RAINN.org
- STAND! Against Domestic Violence: 888-215-5555 (24-hour crisis counseling and emergency resource)
- Moraga Police Department (24-hour number): 925-284-5010

2.9.3.1.3 Sexual Harassment Prevention/Non-Discrimination Seminars or other training

Saint Mary's offers training during each academic year covering sexual and other forms of illegal harassment and discrimination. Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. All employees must complete on-line harassment prevention training at least once every two academic years. (An academic year is defined as July 1 to June 30.) Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave.

Except for those faculty and staff described above, failure of a tenure-track or tenured faculty or staff member to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment against or settlement on behalf of the individual), to the extent permitted by law, the faculty or staff member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty or staff member.

Except for those faculty and staff as described above, failure of a contingent faculty member to attend an on-site College-sponsored sexual harassment seminar during each academic year, when offered, as evidenced by the absence of a record of attendance at such seminar, may result in the Board of Trustees declining to indemnify (i.e., pay any judgment entered against or settlement on behalf of the individual), to the extent permitted by law, the faculty member should a claim for discrimination, including but not limited to sexual harassment, or retaliation be brought against that faculty member, as well as precluding that non-ranked faculty member from being considered for or offered another faculty appointment at the College.

2.9.3.1.4 Sanctions

Employees who engage in conduct in violation of this policy are acting outside the scope of their employment responsibilities and, in addition to discipline up to and including termination of their employment, may be subject to individual legal liability and damages for their actions.

2.9.3.2 Consensual Sexual or Romantic Relationship Policy

Overview : This policy highlights the risks in sexual or romantic relationships in the Saint Mary's College of California workplace or academic setting between individuals in inherently unequal positions; prohibits certain relationships between teachers and students; and requires recusal (from supervision and evaluation) and notification in other relationships.

1. In General

There are special risks in any sexual or romantic relationship between individuals in

inherently unequal positions, and parties in such a relationship assume those risks. In the college context, such relationships include (but are not limited to) teacher and student, supervisor and employee, faculty at different ranks including adjunct faculty, mentor and trainee, adviser and advisee, teaching assistant and student, coach and athlete, and individuals who supervise the day-to-day student living environment and their students.

Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Further, these relationships are often less consensual than the individual whose position confers power or authority believes. In addition, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a sexual or romantic involvement, this past consent does not remove grounds for a charge of inappropriate behavior based upon subsequent unwelcome conduct.

Such relationships may also have unintended, adverse effects on the climate of an academic program or work unit, thereby impairing the learning or working environment for others – both during such a relationship and after any break-up. Relationships in which one party is in a position to evaluate the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or simply creates a perception of these problems. Additionally, even when a relationship ends, there may be bias (even if unintentional) for or against the former partner, or there could be an ongoing impression of such bias; in other words, the effects of a romantic or sexual relationship can extend beyond the relationship itself.

Since these relationships can occur in multiple contexts on campus, this policy addresses certain contexts specifically below. However, the policy covers all sexual and romantic relationships involving individuals in unequal positions, even if not addressed explicitly in what follows.

2. With Students

In the Lasallian tradition, the teacher-student relationship is a sacred one; it lies at the heart of the College's educational mission and its integrity must be maintained. The teacher's influence and authority can extend far beyond the classroom and into the future, affecting the academic progress and careers of our students.

Accordingly, the College expects teachers to maintain interactions with students free from influences that may interfere with the learning and personal development experiences to which students are entitled. In this context, teachers include those who are entrusted by Saint Mary's to teach, supervise, mentor and coach students, including faculty of all ranks, adjunct faculty and academic advisors. The specific policies on teachers outlined below do not apply to Saint Mary's students (undergraduates, degree completion programs, and graduate/professional) who may at times take on the role of teachers or teaching assistants, policies for whom are addressed in a separate section below.

As a general proposition, the College believes that a sexual or romantic relationship between a teacher and a student – even where consensual and whether or not the student is subject to supervision or evaluation by the teacher – is inconsistent with the proper role of the teacher.

Consequently, the College has established the following parameters regarding sexual or romantic relationships with Saint Mary's students:

First, because of the inherent vulnerability of traditional undergraduates¹ in

¹ Traditional undergraduate students include all undergraduates except those in degree completion programs like BALOS and LEAP.

such relationships, sexual or romantic relationships between teachers and traditional undergraduate students are prohibited regardless of current or future academic or supervisory responsibilities for that student.

Second, whenever a teacher has had, or in the future might reasonably be expected to have, academic responsibility over any student in a graduate or professional studies or certificate program, such relationships are prohibited.

No teacher shall exercise academic responsibility over any student with whom they have previously had a sexual or romantic relationship. “Academic responsibility” includes (but is not limited to) teaching, grading, mentoring, advising on or evaluating research or other academic activity, participating in decisions regarding funding or other resources, and recommending for admissions, employment, fellowships or awards.

Third, because certain staff (including and not limited to deans and other senior administrators, coaches, supervisors of student employees, and Resident Directors, as well as others who mentor, advise or have authority over students) also have broad influence on or authority over students and their experience at Saint Mary’s,

sexual or romantic relationships between such staff members and traditional undergraduate students are prohibited. Similarly, relationships between staff members and any students in a graduate or professional studies program over whom the staff member has had or is likely in the future to have such influence or authority are prohibited.

Pre-existing sexual or romantic relationships between faculty/staff and students are not prohibited by this policy. However, in the case of such a pre-existing sexual or romantic relationship, the employee must both recuse themselves from any supervisory or academic responsibility over the student, and notify their supervisor, department chair or dean about the situation so that adequate alternative supervisory or evaluative arrangements can be put in place. This obligation to recuse and notify exists for past as well as for current relationships.

Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy.

3. Between Students (Student Teachers, Teaching Assistants (TA), Resident Advisors (RA), and Graders)^{[1][2]}

Many existing policies govern student responsibilities towards each other (e.g. [see Student Handbook](#) or RA/TA agreements). This policy applies when undergraduate or graduate/professional students or post-doctoral scholars are serving in the teaching role as teachers, TAs, graders, RAs or research supervisors. The policy does not prohibit students from having consensual sexual or romantic relationships with fellow students. However, if such a relationship exists between a student teacher and a student in a setting for which the student teacher is serving in this capacity, they shall not exercise any evaluative or grading functions for that student.

The student teacher must notify their supervisor so that alternative evaluative or oversight arrangements can be put in place.²

Failure to notify a supervisor of past and current relationships and to recuse in the case of a current relationship in this situation will be subject to discipline under the Student Handbook codes of conduct.

2 It is not the responsibility of the supervisor to search out such sexual and romantic relationships between student teachers and their students but it is the responsibility of the supervisor to ensure that appropriate steps are taken when such relationships are made known to them.

There are certain circumstances in the context of student teachers where recusal can be complicated (e.g. SI/T leader). For these circumstances, the faculty or staff supervisor, upon notification from their student teacher, would be responsible to ensure impartiality in the evaluative or supervisory roles played by student teachers toward a student in their course with whom they have a current sexual or romantic relationship.

4. In Other Contexts

Consensual sexual or romantic relationships between adult employees (including faculty) are not in general prohibited by this policy. However, relationships between employees in which one has direct or indirect authority over the other are always potentially problematic. This includes not only relationships between supervisors and their staff but also between faculty of different ranks/adjuncts, between faculty of different ranks/adjuncts and academic/non-academic staff, and so forth. This concern exists even where the employees are in a pre-existing relationship, marriage or domestic partnership.

Where such a relationship develops, the person in the position of greater authority or power must recuse themselves from any direct supervisory or evaluative function over the other person in the relationship and must, in any situation of direct or indirect authority, notify their supervisor, department chair, dean or human resources manager, so that person can ensure adequate alternative supervisory or evaluative arrangements are put in place.³

The obligation to recuse and notify exists for past as well as for current relationships.

Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy.

The College has the authority to take reasonable steps necessary or appropriate to carry out this policy, including transferring either or both employees to minimize disruption of the work group.

5. Additional Matters

If there is any doubt whether a relationship falls within this policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Where the relationship among the individuals is that of marriage or domestic partnership, this policy will not prohibit the relationship, however all other conditions and procedures addressed in this policy will apply. Questions may be addressed to your supervisor or cognizant dean or to the Title IX Coordinator or the Associate Vice President for Human Resources. In those situations where it is programmatically infeasible to provide alternative supervision, academic responsibility and/or evaluation, the cognizant dean, director or supervisor must approve all (as applicable) academic responsibility, evaluative and compensation actions.

Employees who engage in sexual or romantic relationships with a student or other employee contrary to the guidance, prohibitions and requirements provided in the policy are subject to disciplinary action up to and including dismissal, depending on the nature of and context for the violation. They will also be held accountable for adverse consequences that result from those relationships.

The procedures for investigating alleged violations of the Consensual Sexual or Romantic Relationships policy and the sanctions for violations of this policy are the same procedures

³ Because of the varied ways in which faculty evaluate the work of other faculty, e.g. UEPC review of new course proposals, recusal may be infeasible in all situations. However, recusal is always required in situations of direct supervision (e.g. chair to faculty member in the department), and notification is required in all circumstances.

and sanctions for violations of the Title IX Policy and other nondiscrimination College policies.

This Policy applies to all students (undergraduate, graduate and professional, degree-completion, and certificate), faculty of different ranks, salaried adjunct and per-course adjunct faculty, staff and others who participate in Saint Mary's College of California programs and activities.

2.9.3.3 Family Educational Rights and Privacy Act of 1974

FERPA stands for the "Family Education Rights and Privacy Act of 1974." You might also hear it referred to as the "Buckley Amendment." This law protects the privacy of student education records. FERPA applies to all schools that received funds through an applicable program of the U.S. Department of Education, and thus most colleges and universities are covered by FERPA.

FERPA defines the phrase "education record" broadly as "those records, files, documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution."

FERPA requires that education records be kept confidential. Records may be disclosed with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on the release of directory information.

FERPA gives students the following rights:

- A. *The right to inspect and review the student's education records:* Students may review education records directly concerning the student within forty-five (45) days of the day the College receives a request for access. Students interested in reviewing their education records must submit their requests to the Office of the Registrar, which is authorized to review each request and to approve proper requests. The Registrar will make arrangements for access and will notify students of the time and place where the records may be inspected. Though students have the right to review their records, the College does not provide copies of the records. In the event that a particular circumstance prevents a student from coming to the College to inspect and review his/her records, the College will work with the student to make an alternate arrangement consistent with FERPA. Education records maintained by the College but provided to the College by third parties, which may include but is not limited to high school transcripts, letters of recommendation and test scores, will not be re-disclosed by the College to the students.

There are certain records which students are not entitled to review, including, (i) financial records of parents; (ii) confidential letters and recommendations relating to admissions, employment and honors, for which a waiver of the right of access has been signed by the student, provided that upon request the student is given the names of those persons writing letters; (iii) a physician's or psychologist's records (a student may, however, provide the College with written authorization to have his or her own physician or other appropriate professional review the records); and (iv) records of personnel of the College which are "sole possession records" (e.g. memory aids or reference tools/notes used by the maker thereof and are not made accessible to or revealed to other persons). In addition, where a record contains information that concerns more than one student, a student requesting inspection will be informed about the information only insofar as it pertains to that student.

- B. *The right to request amendment of education records:* Students may ask the College to amend a record that the student believes is inaccurate. The student should write the College official responsible for the record, clearly identify the part of the record he or she

believes to be inaccurate, and specify why it is believed to be inaccurate. Students also have the right to insert in their records written explanations concerning the content of the records if a request to make a change has been denied (see below). Please note that FERPA does not give any student the right to contest a grade given in a course, but does give the student the right to seek to correct an improperly recorded grade. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. A representative from the Office of Academic Affairs has been designated as the hearing officer. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- C. *The right to consent to disclosures of personally identifiable information:* Personally identifiable information contained in the student's education records may not be disclosed without the student's consent, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a discipline or grievance committee, or assisting another school official in performing his or her tasks. In addition, the College may, but is not required to, disclose personally identifiable information from an education record of a student without consent if the disclosure meets one or more of the following conditions:
1. The disclosure to officials of other universities in which a student seeks enrollment, provided that the student is given notice of the disclosure, is provided with a copy of the records disclosed (if so requested by the student), and is given the opportunity to review and challenge the records sought. College policy is to forward only Saint Mary's College transcripts and only upon a student's written request.
 2. The disclosure is to an authorized representative of the Comptroller General of the United States or to certain federal, state and local educational authorities.
 3. The disclosure is in connection with financial aid for which the student has applied or which the student has received.
 4. The disclosure is to State and local officials or authorities under applicable state laws concerning the juvenile justice system.
 5. The disclosure is to organizations conducting studies, provided that the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted.
 6. The disclosure is to accrediting organizations to carry out their accrediting functions.
 7. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 8. The disclosure is to comply with a judicial order or lawfully issued subpoena and the College has made a reasonable effort to notify the parent or eligible student of

the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

9. The disclosure is in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 10. The disclosure is information the educational agency or institution has designated as "directory information" (see below).
- D. *Disclosures pursuant to student consent.* If the information request does not fit into one of the categories described above, you must obtain the student's consent prior to disclosing the records. The consent must be in writing, signed by the student, and dated, and must specify the records to be released, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

The purpose of the consent form is to permit the student to have some control over the disclosure of personally identifiable information in his or her education records. The fact that a student signs a consent form, whether specific or "blanket," does not, however, bind the College to make the student's records available to the third party or parties who have obtained the student's consent to their review of his or her files. The student's records are still the property of the College and, even if a consent has been signed, the College will exercise its discretion in each case by disclosing to the third party only such information, records, and files, if any, as the College deems appropriate in light of the reason that the third party is seeking access to the student's records (e.g., background checks). The signed consent must be provided to the College by the third party at the time the request for access is made. The College will retain the provided copy of the consent. Records to which students are denied access because they are not "education records" usually will not be made available to an outside party.

FERPA imposes limitations on re-disclosure by the recipients of education records. A third party generally will not be permitted to make copies of records to which he or she is granted access, even if the consent signed by the student explicitly gives permission for such copies to be made. Additionally, if a student has provided a third party with authorization to conduct a background investigation for employment related purposes, the College may release unofficial copies of transcripts and/or general information about the following areas of student involvement: on-campus employment, resident housing, encounters with the campus Department of Public Safety and encounters with the Student Conduct Office, in conformance with the authorization.

- E. *The right to file a complaint with the U.S. Department of Education:* A student may file a complaint concerning an educational institution's alleged failure to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.*

Directory Information Material classified as "directory" information can be released without student consent. Directory information, as defined by the College, includes the following: the student's name, date/place of birth, photographs, periods of enrollment, degrees, awards and honors received, major fields, campus or home address, e-mail address, student class schedules, telephone numbers, height/weight of student athletes and the most recent previous educational institution attended by the student. A student may, however, have all of the information withheld upon written notice to the Office of the Registrar given within ten days after the beginning of each semester.

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

2.9.3.4 The Clery Act and Campus Sex Crimes Prevention Act Notices

Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary's College of California through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and the public. Each Security Report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus building and property owned or controlled by the College, or on public property adjacent to campus) reported to campus security authorities. Each Security Report also provides campus policies and practices concerning security – how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, college resources, and other matters.

The Security Report is available in the following ways:

- electronically: <https://www.stmarys-ca.edu/sites/default/files/attachments/files/2017-ASAFR.pdf>
- in person: Department of Public Safety, Administrative Office, Assumption Hall;
- or by Mail or Telephone Request:
Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111,
(925) 631-4052.

In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff's Office maintains a Megan's Law database of sex crime offenders, which information may be obtained from the Sheriff's office located at 500 Court Street, Martinez, Monday-Friday, 9 am to 4 pm.

2.9.3.5 Whistleblower Policy: Fraudulent or Dishonest Conduct

Saint Mary's College of California, reflecting its Lasallian and Catholic values, expects that its employees and students will act in a manner that is consistent with those values in their use of College resources and property, including but not limited to financial resources of any kind, whether donor funds, College revenue, endowment income, State or Federal grants or other aid (all property and resources are collectively referred herein as "College Resources". To protect the integrity of Saint Mary's learning community and to ensure the highest standards of conduct by and among members of that community, the College will investigate any possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, or students. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. All members of the College community are encouraged to report possible fraudulent or dishonest conduct, including but not limited to misuse of College Resources. An employee should report his or her concerns to a supervisor, department chair or program director. If for any reason an employee finds it difficult to report his or her concern to a supervisor or department or program chair, the employee can report it directly to the area Vice President, Vice Provost or Dean of the faculty member's school. Students should report any concerns to the Director of Student Community Life. Those receiving reports of suspected fraudulent or dishonest conduct involving employees are required to report such conduct to the

Associate Vice President of Human Resources; in the case of students, those receiving such reports (e.g., the Associate Dean of Students) are required to report such conduct to the Vice Provost for Student Life.

Definitions

Whistleblower: An employee or student who informs one or more of the individuals identified in the policy statement above about an activity that the employee or student believes to be fraudulent or dishonest.

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to the appropriate College disciplinary action and/or legal claims by the individuals accused of such conduct.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage that would create a conflict of interest with one's responsibilities or obligations as a member of the College community;
- misappropriation or misuse of College resources, such as funds, supplies, or other assets or property;
- authorizing or receiving compensation for goods not received or services not performed;
- authorizing or receiving compensation for hours not worked.

2.9.3.5.1 Whistleblower Protections

The College will use best efforts to protect whistleblowers against retaliation, as described below. The College cannot guarantee confidentiality, however, and there is no such thing as an "unofficial," "informal," or "off the record" report. The party to whom such conduct is reported, will keep the whistleblower's identity confidential, unless:

1. the whistleblower(s) agrees to be identified;
2. identification is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report;
3. identification is required by law; or,
4. the individual accused of violations of this policy is entitled to the information as a matter of procedural and/or legal right in disciplinary actions.

College employees and students may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment (including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages, or the access to educational benefits).

Whistleblowers who believe they have been retaliated against may file a written complaint with the Associate Vice President of Human Resources, if an employee is involved, or with the Dean of Students, if a student is involved. This protection from retaliation is not intended to prohibit the individuals identified above (for receiving such reports of improper conduct) from taking action, including disciplinary action, in the usual scope of their duties and responsibilities that are based on valid employment- or student-related factors.

Whistleblowers must be cautious to avoid baseless allegations (as described earlier in this policy).

2.9.3.5.2 Whistleblower Procedures

The Associate Vice President of Human Resources, or her/his designee, shall conduct or direct the investigations of all suspected fraudulent or dishonest conduct with such College officials as may be necessary or appropriate at the discretion of the Vice President for Finance and Administration.

In the case of suspected student conduct reported under this policy, the Dean of Students or his/her designee either investigates the suspected conduct or may refer the investigation of such suspected conduct to the College's Disciplinary Hearing Board, consistent with policies and procedures in place to investigate allegations of violations of student conduct policies.

Cases involving possible violation of criminal law will be investigated in cooperation with the Director of Public Safety or his/her designee.

If the facts reported could be a violation of this policy, the Associate Vice President of Human Resources or her/his designee or, in the case of students, the Dean of Students, will provide the individual making the accusation with a copy of this policy and review its terms.

If the Associate Vice President of Human Resources or her/his designee or, in the case of students, the Dean of Students or the Disciplinary Hearing Board, determines that fraudulent or dishonest conduct occurred, the appropriate College disciplinary steps will be invoked consistent with applicable College policies.

If it is determined that a violation of this policy has not occurred, the Associate Vice President of Human Resources or the Dean of Students will explain to the person who has reported the concern or conduct the reason for the determination and advise the person of other available reporting channels, both administrative (to appropriate government agencies) and criminal (to appropriate law enforcement agencies). Consistent with applicable state and federal laws, the College posts in Filippi Hall, near the Human Resources Department, additional reporting procedures and Whistleblower information for reporting violations of state or federal statutes or regulations to applicable government or law enforcement agencies, as well as information regarding retaliation by the College for making such disclosures.

2.9.3.6 Policy on Safety and Protection of Minors

Saint Mary's College is committed to protecting the safety and wellbeing of all visitors to our campus, especially minors. This policy applies to all college departments and organizations, Athletics and other summer camps, instructional programs and any other organized activities where minors participate, including those that involve overnight housing in the residence halls as well as daily activities. All faculty, staff, students, volunteers and third party contractors who work with minors on campus are responsible for their protection in compliance with both Saint Mary's College policy and all relevant laws governing child abuse and neglect. Failure to comply with this policy may lead to disciplinary sanctions.

Definitions

Minor: anyone under 18 years of age, excluding enrolled SMC students who have attained the age of 17 prior to enrollment.

Child abuse: serious endangerment of a child's physical or mental health due to injury by act or omission, including acts of sexual abuse.

Minors Not Participating in College-related Programs and Activities

Unless they are participating in an organized program or activity designated for minors, Saint Mary's College is not designed to accommodate minors. Minors should not be on campus unsupervised. The Office of Public Safety will be notified of unattended minors.

Requirements for College-related Programs and Activities Where Minors Participate

1. Campus sponsored youth programs include but are not limited to day camps, overnight camps, clinics, instructional programs and sports camps. Designated program or activity sponsors are responsible for identifying the names, ages and headcounts of minor attendees. A parent or guardian must sign a program-specific waiver before each minor can participate, as well as provide emergency contact information and emergency medical treatment authorization and release forms. Authorization for sports-specific physical requirements, equipment safety, and use of facilities (including pools) must be included. ^{[[1]]}_{[[SEP]]}
2. Programs and activities sponsored by a third party must properly register with the Office of Conference Services by submitting a Campus Facility Use Agreement (conferences@stmarys-ca.edu; (925)631-4156). Designated program or activity sponsors are responsible for identifying the names, ages and headcounts of minor attendees. ^{[[1]]}_{[[SEP]]}
3. All activity and programs sponsors are required to provide names and contact information for all adult staff, students, faculty, volunteers or third party contractors who work with minors. Each must complete a criminal background check before they are authorized to participate in college- related programs or activities. Each must complete an online training course for working with minors before the program or activity begins. The course addresses how to recognize, prevent and report sexual misconduct.
<http://link.brightcove.com/services/player/bcpid3476195646001?bckey=AQ~~,AAAJwvmNe k~,uv3gG8S9SI7elEduCKQOwrhf7Vv7ehS-&bctid=4286060740001> ^{[[1]]}_{[[SEP]]}
4. Every program must meet the minimum appropriate staffing ratio of adults to minors as follows: ^{[[1]]}_{[[SEP]]}
 - a. For participants age 6-8 years, 1 staff for every 8 day participants;
 - b. For participants age 9-13 years, 1 staff for every 10 day participants. SMC does not permit overnight campers under the age of 13; and ^{[[1]]}_{[[SEP]]}
 - c. For participants age 14-17, 1 staff for every 12 day participants and every 10 overnight participants. ^{[[1]]}_{[[SEP]]}
5. All staff, students, faculty, volunteers or third parties who work with minors are required to immediately report any suspected inappropriate behavior, molestation, abuse or neglect of minors to the campus Office of Public Safety at (925) 631-4282.

2.10 FACULTY DEVELOPMENT

2.10.1 SABBATICAL LEAVE

2.10.1.1 Definition

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

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

Sabbatical leaves provide a 3/6ths reassignment from teaching, which may be taken during either a half-year or a full-year. The calendar parameters for sabbaticals shall be the regular academic year as determined by the undergraduate calendar. Faculty teaching on the undergraduate calendar shall receive the reassignment during a long semester, including January Term if desired. For faculty teaching on an academic calendar different from the traditional academic calendar, all efforts shall be made to provide the equivalent time free from service as that granted to those who teach solely on the traditional undergraduate calendar.

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

2.10.1.2 Eligibility Criteria

Sabbatical leaves are available to full-time, tenured faculty only after the conferral of tenure and normally after six years of full-time service at the College. For tenured faculty who were given years of credit towards tenure at the College for service at another institution, no more than two (2) of those years of credit may count toward years of eligibility for sabbatical. Tenured faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to six (6) years of this service towards the service eligibility criteria for their first sabbatical.

After receiving tenure, faculty who are providing currently or have provided while on tenure track in the past less than full-time service to the College on a temporary basis, may consider each 6/6 (or equivalent) of accumulated service on tenure track as one year of service towards eligibility for sabbatical. Tenured faculty who are on the permanent Reduced Services Plan are not eligible for sabbatical leave. Faculty may count up to one year of leave time toward eligibility for each sabbatical.

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

2.10.1.3 Review

Sabbatical awards are made to faculty upon the formal recommendation of the Chairs of the Undergraduate Educational Policies Committee and the Graduate and Professional Studies Educational Policies Committee, representing the views of the members of those committees, and with the final approval of the Provost and the President. Full-time, tenured faculty submit their applications to the Office of Academic Affairs.

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

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

2.10.1.4 Sabbatical Protocols and Timeline for Consideration

1. On or before August 15th, applicants will submit Form A or Form B (Sabbatical Eligibility) with the appropriate signatures to the Office of Academic Affairs to begin the official process of determining eligibility for sabbatical leave. Forms A, B and C (mentioned below) are available from the Office of Academic Affairs.
2. Upon verification of eligibility, but no later than September 1st, applicants will submit their proposal to the Office of Academic Affairs. Sabbatical proposals from faculty whose eligibility for sabbatical leave has been verified will be forwarded to the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee through the Office of the Academic Senate. In addition, candidates for sabbatical leave should submit a copy of the proposal to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the Provost.)
3. The Dean of the School will review the explanation of staffing arrangements, amend them in consultation with the chair/program director if necessary, and confirm the plan by forwarding it to the Office of Academic Affairs. In the event of multiple requests from any one department/program, it is the responsibility of the Department Chair or Program Director to explain how staffing arrangements will meet the needs of the curriculum when more than one faculty member is on sabbatical at the same time. Once the arrangements have received the Dean's approval, the Dean will forward each explanation of staffing arrangements to the Office of Academic Affairs on or before September 15 of the year preceding the academic year of the proposed leave. This

information will not be distributed to Undergraduate Educational Policies Committee or Graduate and Professional Studies Educational Policies Committee members nor considered by them in the deliberations concerning the merit of proposals.

4. After the deadline for applications has passed, the members of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee meet jointly to review and evaluate all proposals submitted to them after the verification process and rank them in order of merit, indicating as part of the ranking those that do not merit recommendations. The sets of rankings by the individual committee members will then be tallied and an overall ranking of each proposal arrived at. If the overall ranking of one or more proposals cannot be agreed upon by the committee member collectively, the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee will resolve the contended rankings. When the Committees are in agreement on the rankings of all proposals, or the disagreement has been resolved by the Chairs, the proposals will be sent forward to the Provost by the Chairs.

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

5. The Provost will review those sabbatical proposals deemed qualified by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee. This review will be with respect to (1) fiscal impact and (2) the overall quality of the group of advanced proposals. In the event that the Provost identifies problems pertaining to the overall quality of the proposals advanced by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee, the Provost will consult with them. Such consultation will aim at maintaining year-to-year, appropriate and consistent application of the standards for sabbaticals described in the *Faculty Handbook*.
6. Upon completing the review of the proposals, the Provost will forward the proposals, along with the comments regarding fiscal impact, to the President, who will render the final decision and notify each faculty member in writing, with copies to the Provost, Academic Dean, department chair or program director and the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee. A faculty member whose sabbatical request is granted by the President must fill out Form C and submit it to the Office of Academic Affairs no later than March 1 of the academic year in which the sabbatical was granted in order to complete the acceptance and funding process.
7. Upon completion of sabbatical leave, the leave recipient shall submit a written statement to the appropriate Dean of the School and to the Provost within the first academic term after returning which shall describe the nature of the activity engaged in and the extent to which the proposed project was completed. During the academic year of the individual's return, the sabbatical leave recipient, in consultation with the Office of Faculty Development, will offer an appropriate presentation of the sabbatical research to the College community.

8. When sabbatical leave is not granted, the faculty member should be given the opportunity to know the reason for that decision. This information, if requested, will be provided in writing by joint letter of the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee.
9. If a sabbatical leave is recommended by the Chairs of the Undergraduate Educational Policies Committee and Graduate and Professional Studies Educational Policies Committee but not approved for funding because of departmental, programmatic, or School circumstances, if a sabbatical leave is funded but must be deferred for personal reasons, or if because of financial exigency there is a reduction in the number formally approved by the College for that year, the sabbatical leave applicant's services during the year(s) in which he/she might otherwise have been on sabbatical leave shall count toward the next six years of accumulated services toward eligibility for the next sabbatical leave.
10. Despite any accrued "credit for service" that results from a deferral (see #9 above), a faculty member must have completed one sabbatical leave before applying for the next sabbatical leave. Except for years of service covered under the deferral process described above, a faculty member who accumulates over time more than the six years of service required for sabbatical leave may not carry forward excess accumulated years of service credit toward a subsequent sabbatical.

2.10.2 FACULTY DEVELOPMENT FUND AWARDS

The Faculty Development Fund provides awards to individual undergraduate and graduate faculty for activities related to scholarly professional development, e.g., scholarly research, participation in scholarly conferences or workshops, and attendance at conferences, courses, or workshops directly related to the improvement of teaching or development of new courses. All tenure-track faculty are eligible for funding (excluding professors emeriti). Faculty on reduced services or sabbatical are eligible. Reasonable support is available for Adjunct Faculty in financing their faculty development activities so as to optimize their ability to compete in a national search.

2.10.3 OFFICE OF FACULTY DEVELOPMENT AND SCHOLARSHIP

The Faculty Development and Scholarship office provides professional development opportunities and support services to all Saint Mary's College faculty members as teachers and scholars, consistent with the mission of the College. In order to promote excellence in teaching, student learning, and scholarship, the program is carried out in a variety of ways, most typically through workshops on topics of teaching and learning, seminar-style reading/discussion groups, distribution of printed materials, dissemination of information about grants and fellowships and through individual consultation. The Director of Faculty Development (section 1.4.2.3.1) provides leadership, acting as facilitator and "coach," in assisting individual faculty members to take full advantage of professional growth opportunities. Other functions of this office include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources such as the Faculty Development Fund, the Student Research and Development Grants, and the Collaborative Student/Faculty Summer Research Awards. This office also assists in promoting competitive national student scholarships (e.g., Fulbright grants and Rhodes scholarships).

2.11 FACULTY WORKLOAD

2.11.1 WORKLOAD FOR TENURE-TRACK FACULTY

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

1. To devote their full-time and best efforts during the periods of their appointments to performing the specified duties in their letters of appointment and to carrying out other duties assigned to them in accordance with the applicable provisions of the *Faculty Handbook*.
2. Not to accept or engage in any other employment or activity, whether paid or unpaid, which in the judgment of the President in consultation with the Dean of the faculty member's School might interfere with the performance of such duties, without the prior written authorization of the President. All such authorizations are required for each term of appointment in which they are sought, and will be granted on an annual basis only. A copy of any such authorization must be forwarded to the Office of Academic Affairs. Faculty may engage in teaching, consulting or other paid activities outside the College without the prior written authorization of the President as long as such activities do not exceed the equivalent of one eight (8) hour day each week while teaching.
3. The full-time teaching load for tenure-track faculty is set by the Board of Trustees. The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually." Normally, this translates into six full courses in the traditional undergraduate curriculum.
4. Tenure-track faculty are obligated to accept teaching assignments for which they are qualified, as assigned by the college.
5. Tenure-track faculty will post and hold a reasonable number of office hours to accommodate the schedules of students and advisees. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.
6. Tenure-track faculty are expected to attend departmental and committee meetings, Commencement, and other special convocations.
7. Tenure-track faculty are also expected to assume various other duties related to their role as faculty. Such duties may include student advising, supervision of independent studies, service on School and College committees, instruction substitution for faculty colleagues, participation in student recruiting events, etc. If a faculty member, chair, or Dean perceives that the number of such duties in the aggregate is unreasonable, they should discuss this matter with the appropriate party to determine if an adjustment in the person's workload is warranted. In the case of instruction substitutions in excess of one week, following review and approval of the appropriate Dean and the Provost, substituting faculty will be compensated at a rate to be determined in prior consultation with the Human Resources office.

2.11.2 WORKLOAD FOR NON TENURE-TRACK FACULTY

Topic covered by the CBA.

2.11.3 ACADEMIC ADVISING

Saint Mary's College recognizes that guidance and education are inseparable, and considers academic advising to be an extension of the teaching responsibilities of its faculty. Accordingly, all full-time faculty members are expected to engage in the work of student advising. Faculty advisors are supported by the Office of Academic Advising and Achievement. Advisors are expected to make themselves available to these advisees on a regular basis and should familiarize themselves with the academic requirements of the College and its departments to assist students in formulating short- and long-term goals. All faculty are responsible for making themselves available to offer advice to students in their classes. As a faculty advisor, a faculty member is responsible for academic program planning, referral of advisees to other sources of assistance when appropriate, and making contact with students in academic difficulty when receiving notification from the Office of Academic Advising and Achievement. The promotion and tenure process takes student advising into consideration.

2.11.4 OFFICE HOURS

All faculty are required to hold regular office hours. Office hours should be posted and regular, and sufficient for the number of advisees assigned. These hours should be increased at peak times when advisees and other students are required to meet with faculty, e.g., preregistration, registration, drop/add, etc. Faculty teaching courses for which office hours are impractical must make themselves available for consultation with students to a reasonable extent through other appropriate means.

2.12 WORKPLACE CONDITIONS

2.12.1 DRUG-FREE WORKPLACE AND ALCOHOL USE POLICY

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

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

Potential health risks include, but are not limited to:

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

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

For purposes of this policy, illegal drugs are drugs that cannot be obtained legally, as well as drugs that are legally obtained, but used for illegal purposes, or abused.

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

- Purchase, possession or consumption of alcohol by a person under age 21 is prohibited.
- Providing or selling alcohol to someone under age 21 or to any obviously, intoxicated person is prohibited.
- Except under authority of a California Alcoholic Beverage Control License, selling alcoholic beverages, either directly or indirectly, is prohibited.
- Purchase, possession or use of illegal drugs is prohibited.
- Driving on campus or driving a College-owned, -leased or -rented vehicle under the influence of alcohol, illegal drugs, prescription drugs or over-the-counter products that impair driving ability is prohibited.

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

The College reserves the right to require testing for drugs or alcohol when the College has a reasonable suspicion that an individual employee is impaired by drugs or alcohol or following an accident or safety violation. *Reasonable suspicion means suspicion based on information or observation of, among other things, the appearance, behavior, speech, attitude, mood and/or breath odor of an employee.*

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

If faculty members are concerned about their life and health relative to alcohol and/or drug use, they are urged to contact the College's Employee Assistance Program at 1-888-492-9355 (see section 2.14.10). The Employee Assistance Program assures all employees of confidential counseling for drug and alcohol problems, as well as for stress, marriage, children, emotional and relationship problems.

2.12.2 POLICY ON SMOKING IN CAMPUS FACILITIES

Saint Mary's College is committed to providing a healthy, comfortable, and productive environment for students, faculty, and staff. To this end, smoking is prohibited inside all College facilities and vehicles, owned or leased, regardless of location. Smoking is not permitted in any enclosed place, including private residential housing space. Smoking shall occur only at a reasonable distance (e.g. 20 feet or more) outside any College building or enclosed area to insure that secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means.

2.12.3 OBSERVANCE OF CAMPUS REGULATIONS

Faculty members are urged to discourage infractions of campus regulations by students and visitors. Violators should be informed or reminded that they are breaking College rules.

Instructors are referred to the Saint Mary's College *Student Handbook* for information concerning College regulations, their mode of enforcement, and the manner in which penalties are imposed. Serious student infractions should be reported to the Vice Provost for Student Life. Problems with visitors are reported to the Director of Public Safety.

2.12.4 ASSIGNMENT OF OFFICES

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

2.12.5 PHOTOCOPIER AND DUPLICATING EQUIPMENT FOR FACULTY USE

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

2.12.6 OFFICE SUPPLIES

College letterhead, stationery, office supplies and other materials are available from the School secretaries and/or administrative assistants. Any major supply items must be ordered on a Purchase Order signed by the department chairperson.

2.12.7 LACTATION ACCOMMODATION

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

2.12.8 ENVIRONMENTAL HEALTH AND SAFETY

The College is committed to protecting the environment and to providing a safe and healthy workplace and, to this end, has implemented various written environmental, health and safety-related program. The Saint Mary's College Environmental Health and Safety Director coordinates the development of the programs and the associated training in response to these environmental, health and safety issues. For information and up-to-date programs, policies and training, please refer to the Environmental Health and Safety website.

Employees are expected to adhere to all environmental and safety rules, follow established safe work practices and exercise caution in all work activities. Supervisors are expected to take all reasonable steps within their control to provide a safe work environment and to comply with these programs as well as federal, state, and local safety regulations, including but not limited to applicable U.S. Environmental Protection Agency and Cal-OSHA requirements.

Employees are to report immediately any work condition they perceive to be unsafe, as well as any job-related accidents or injuries, to their immediate supervisor. When possible, the supervisor is to correct any unsafe work condition and, in all cases, promptly report the situation to the Environmental Health and Safety office.

Training is provided to employees, as needed, to address hazards in their workplace, to raise awareness and to minimize work-related injuries. Training may be provided once in each College employee's career, or with annual refresher training. Training may be provided in classroom environment or online, as deemed appropriate by the College.

2.13 LEAVES

2.13.1 LEAVES WITH PAY

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

2.13.1.1 Sick Leave (Short-term Disability Income Benefits)

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

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

2.13.1.2 Jury Duty

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

2.13.2 LEAVES WITHOUT PAY

There are three categories of leave without pay: leaves based on family and medical circumstances and governed by law, personal leaves that are not legally mandated, and scholarly leaves.

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

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

The above protected leaves may be accompanied by an interruption of the probationary tenure period for tenure-track faculty (see section 2.6.2.1.1 Interruption of the Probationary Tenure-Track Period).

Procedure for Granting Leave: Eligible faculty members must apply for leave by completing the “Request for Leave” form and, in the event of a serious illness of the faculty member or immediate family member, the “Certification of Health Care Provider” form at least thirty (30) days prior to the leave or as soon as foreseeable. Both forms are available in Human Resources.

Upon approval of a leave the College will confirm the date of the faculty member’s return. Any request for an extension of an approved leave must be submitted in writing to Human Resources at least one (1) week prior to the expiration of the current leave with a copy going to the Provost. Failure to return on the agreed date will be considered a voluntary resignation of the faculty member’s appointment and, where applicable, tenure.

A written verification of the faculty member’s ability to resume normal duties is required from the health care provider prior to the employee’s return. Any accommodations or restrictions upon return from leave must be detailed and in writing.

The above Protected Leaves may be accompanied by an interruption of the probationary tenure period for tenure track faculty (see section 2.6.2.1.1 Interruption of the Probationary Tenure-Track Period).

2.13.2.2 Personal Leave of Absence

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

2.13.2.3 Scholarly Leave of Absence

Tenure and tenure-track faculty shall be eligible to apply for a one-term Scholarly Leave of Absence, not to exceed one semester every four years, to pursue a scholarly or creative project, as recommended by the Dean and approved by the President. For the relation between Scholarly Leave of Absence and the probationary tenure-track period at the College, see Section 2.6.2.1.3 Tenure. In addition, tenured faculty while on a scholarly leave retain faculty status and privilege, including eligibility for sabbatical leave. Faculty on Scholarly Leave shall receive a pro-rata salary as well as pro-rata life and long-term disability benefits but shall retain full medical, dental, and vision benefits. Applications for Scholarly Leave must normally be made to the Chair of the faculty member’s department no later than the end of the first week of the academic term (i.e. long semester or quarter, as applicable) before that in which the leave is to be taken. Requests for Scholarly Leave may be granted by the President who shall consider the following factors: 1) the faculty member has presented a clear and substantive plan for the use of the leave which has been found meritorious by the Dean of the applicant’s school and by the Provost. 2) the faculty

member's absence will not unduly harm the ability of the home Department to offer its curriculum, the judgment to be made by the Dean of the applicant's school in consultation with the Chair of the faculty member's department. 3) without the prior written approval of the President, the faculty member will not accept new income, related or unrelated, to completion of the scholarly or creative project. 4) the faculty member must return to full time status (6/6) for at least one year after the expiration of the leave, or the faculty member must reimburse the College's cost of the medical, dental and vision benefits received during the leave.

2.14 **BENEFITS**

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

2.14.1 MANDATORY BENEFITS

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

2.14.2 LONG-TERM DISABILITY INCOME BENEFITS

All tenured and tenure track faculty are covered by long-term disability insurance. Coverage begins on the first day of the month following 30 days of employment. The full cost of this coverage is paid by the College. Under the plan, 60% of annual salary to a maximum of \$10,000 per month is payable to an employee who is unable to perform the duties of his/her job, as determined by a physician. After a 90-day elimination period, the Human Resources office will process a claim for benefits under the policy. Per Course Adjuncts [formerly lecturers] are not eligible for this coverage.

2.14.3 HEALTHCARE

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

Faculty may choose between the following programs:

Health Insurance:

Health Net, Incorporated
Kaiser Permanente

Dental Insurance:

Delta Dental

Vision Insurance:

Vision Service Program

Coverage for any of these programs begins the first day of the month following 30 days of employment. Applications are required and can be obtained from the Human Resource office.

2.14.4 GROUP TERM LIFE INSURANCE

All tenure-track faculty teaching 6 or more courses per academic year are covered by group term life insurance. Coverage begins on the first day of the month following 30 days of employment. Benefits are computed at one times the employee's salary, to a maximum of \$150,000. At age 70, benefits are reduced to 65% of the salary, and, at age 75, amounts are reduced to 50% of the salary. The full cost of coverage is paid by the College. Eligible employees may also purchase optional additional amounts of life insurance at group rates determined by the carrier.

2.14.5 ACCIDENTAL DEATH AND DISMEMBERMENT/TRAVEL ASSISTANCE

All tenure-track faculty teaching six or more courses are eligible to participate until age 70. In cases of accidental death or dismemberment, benefits will be payable based on a schedule in addition to term life insurance benefits. Employees who are eligible for full-time benefits are also eligible for travel assistance when traveling, whether for business or pleasure. The cost of both the accidental death and dismemberment and the travel assistance plan are paid by the College.

2.14.6 WORKERS' COMPENSATION

All employees (excluding consultants/independent contractors and Christian Brothers) are covered by Workers' Compensation Insurance for work-related injuries or illnesses, as required by law, at no cost to the employee. The coverage is effective on the first day of employment and is automatic. Benefits may include payment of all approved medical expenses related to injury or illness, as well as weekly payments to supplement lost wages or permanent disability benefits. Claims must be filed with the Human Resources office immediately after sustaining an injury or illness, and the faculty member will be directed to the appropriate medical treatment center. An injured worker may also be eligible for vocational rehabilitation benefits, which include retraining for or placement into an alternative occupation. The cost is paid by the College. For more information on the Workers' compensation Program, see the Director of Benefits in Human Resources.

2.14.7 RETIREMENT

1. Social Security/Medicare. All employees are covered by law and have a Social Security deduction made from their pay that is matched by the College. The amount deducted is paid into a Social Security account for each employee. Social Security provides retirement benefits and disability and survivorship plans.
2. TIAA Retirement Plan. All tenure-track faculty meeting and completing plan eligibility requirements are eligible to participate in the retirement plans. Plan descriptions, options and eligibility requirements are available through The Human Resources Office.
3. Emeriti Retirement Health Solutions (Emeriti)

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

Emeriti Retiree Health Solutions (Emeriti), a collaborative arrangement of more than 40 institutions of higher education.

- a) **Contributions:** Under the program, the College contributes a flat dollar amount to an Employer Contribution Account for each benefits-eligible employee age 40 and older for up to a maximum of 25 years. Employees age 21 and older can also make after-tax contributions of any amount to an Employee After-Tax Contribution Account, as part of planning for medical costs in retirement. Employee contributions are immediately vested and contributions by the College are vested after five (5) years of continuous service. Employees can direct the investment in both accounts (the “Health Accounts”) through the plan's administrator TIAA.
 - b) **Benefits Available in Retirement:** Upon retirement (defined as age 55 or older and 5 years or more of continuous service), the Health Accounts can be used to reimburse eligible medical expenses, including the cost of medical, dental, vision and long term care insurance premiums. Emeriti also provides access to a nationwide health insurance plan with choice of coverage level and at group rates to Medicare-eligible employees at age 65, as well as to eligible dependents through Aetna. A participating employee who ceases employment prior to achieving five (5) years continuous service may still use, if he/she has made contributions to, an Employee After-Tax Contribution Account to receive uninsured reimbursement benefits upon attaining age 55.
 - c) **Eligibility:** A Benefits-eligible employee hired on or after July 1, 2007 will become a participant in the Emeriti Retiree Health Plan on the date he or she first makes a contribution to an Employee After-Tax Contribution Account (on or after age 21) or on the date the College first makes a contribution to the employee' Employer Contribution Account (on or after age 40). Benefits-eligible employees hired prior to July 1, 2007 had a one-time option to enroll in the new Retirement Health Program (Emeriti) in lieu of the College's previous retirement health program described below, if eligible for the benefit at the time of retirement. Those benefits-eligible employees who did not affirmatively enroll in the new Retirement Health Program (Emeriti) by June 29, 2007 will not be able to enroll in Emeriti in the future.
 - d) **For More Information:** This is a brief summary of the Emeriti Retiree Health Plan. The Summary Plan Description (SPD) provides a more detailed description of the plan and you may request a copy from the Human Resources Department. The HR department has other information on this Plan, plus general information about Emeriti is available at www.emeritihealth.org/emeritihealth.htm This Handbook, the various websites and brochures and the SPD are only to provide you with general information about the Emeriti Retiree Health Plan; in the event of a conflict between the Handbook, the SPD or other descriptive sources and the Plan document, the Plan document will control.
4. **Five Year Retirement Medical Benefit:**

If not enrolled in the Emeriti Retirement Health Solutions program (Emeriti), employees hired prior to July 1, 2007 may be eligible receive limited health and dental benefits for up to five (5) years after full retirement at the same premium rates as similarly-situated active employees. Employees hired or re-hired on or after July 1, 2007 are automatically enrolled in the Emeriti program and are not eligible for the Five Year Retirement Medical Benefit.

Eligibility: To be eligible for the Retirement Medical Benefit, the employee at time employment ends must be at least 55 years of age, have completed 15 years of service,

and be covered under the College's health and dental programs at the time of retirement.

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

Applications and other appropriate forms for these programs are available from the Human Resources office and must be completed before any contributions from either the employer or the employee can begin.

2.14.8 TUITION WAIVER AND EXCHANGE PROGRAMS

2.14.8.1 Tuition Waiver Program

After one year of employment, current full-time employees and their eligible dependents are eligible to take advantage of attendance at most Saint Mary's College courses, with reduced or fully-waived tuition, subject to certain limitations summarized in this section, and described more fully in the Tuition Waiver Policy available in Human Resources and on the HR website. Part-time staff working 1040 hours per year to 1560 hours per year are eligible for prorated tuition remission based on the direct proportion to the amount of time worked/approved during the fiscal year.

Requirements and Limitations

A partial list of tuition waiver requirements and limitations applicable to employee, spouse and children of employees includes:

- Employees must have completed one (1) year of full time employment with the College to be eligible for tuition waiver for themselves, spouses or eligible children.
- An applicant for tuition waiver must meet the normal application and admissions requirements of the College and of the academic program for which application is being made.
- Courses not eligible for tuition waiver include inter-institutional or contract programs, courses in doctoral programs, course work at other institutions.
- Participation in Jan Term classes requires the written consent of the Associate Vice President of Human Resources or designee.
- Tuition waiver for any one student, including dependents of current employees and the child of a brother or sister of a Christian Brother, may be received for a maximum of four (4) academic years and may be applied only to courses undertaken in a single degree or certificate program.
- If an employee terminates or is terminated from employment, any prorated tuition will be billed from the date of termination until the end of the semester.
- With the exception of Families Enrolling Four Children and Catholic school teachers, all tuition waiver benefits must be approved by Saint Mary's Human Resources department.
- For more information on tuition waiver for Families Enrolling Four Children, for Catholic School Teachers, for Near Relatives of Christian Brothers and for Christian Brothers' Formation Personnel, see full policy available in Human Resources or on the HR website.
- Application for a waiver shall be made to Human Resources at the time of application for admission to the College is made. Renewal applications shall be made to Human

Resources on or before the deadline set by Human Resources for such applications, and prior to each term for which a tuition waiver is requested.

- This plan may be revoked or modified by the Board of Trustees of the College, effective for current or future participants and commencing with the academic year immediately following the date of such revocation or modification.
- The tuition waiver is for tuition only and will not waive course fees (for lab materials, travel, books, retreats, etc.), mandatory fees (student body fee, health insurance, etc.) or any room and board fees.
- In the event of a death or disability of an eligible employee the tuition waiver program shall remain operative for the eligible children and spouse/domestic partner for up to four years.

Job-Related Courses for Eligible Employees

A 50% tuition reduction will be granted for eligible Saint Mary's courses that are clearly job-related, that will substantially benefit the College by increasing the employee's skills in his/her current job. Tuition for job-related coursework will be charged to the employee's department. The determination of what constitutes job-related course work will be made by Human Resources in consultation with the direct supervisor with final approval by the Vice President of Finance and may be made on a course by course basis.

Spouses/Registered Domestic Partners and Non-Job Related Courses

After one year of full-time employment, full-time benefits-eligible employees and their spouses or registered domestic partners may take up to one Saint Mary's College course per semester, quarter or term with 100% of tuition waived. Graduate level courses are considered a taxable fringe benefit to the employee and will be taxed based on current federal and state laws. For employees wishing to take courses during normal work times the approval of their supervisor is required prior to registering for classes.

Undergraduate full tuition waiver

Undergraduate full tuition waiver is granted for the sons and daughters of full-time benefits eligible staff and faculty members currently employed, provided such employees have completed one (1) year of full time employment with the College, with the following restrictions and obligations:

- The student(s) must be dependents for tax purposes, must have matriculated before reaching age 25, and must have met the normal admission requirements of the College and academic program to which they are applying.
- Each child receiving tuition waiver is subject to all rules and policies applicable to students of the College generally.
- Subject to continued good standing of such child as a student at the College, a waiver granted under this plan shall, upon application of such child, be renewed annually for a maximum of four (4) academic years and may be applied only to courses undertaken in a single degree or certificate program.
- Any child who receives full tuition waiver benefits may not receive additional financial assistance from Saint Mary's College in the form of academic scholarships or athletic grants.
- Graduate level Tuition waived is considered a taxable benefit and will be taxed based on current federal laws. Employees are encouraged to carefully review the taxable benefit implications with regard to their overall compensation. Questions concerning taxable benefits should be directed to the Director of Benefits or to the College's Payroll Manager.

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

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

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

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

Tuition Exchange Program Eligible Employees

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

Tuition Exchange Program Eligible Dependents

Sons and daughters of eligible employees who are considered by the Internal Revenue Service to be legal dependents, and who have enrolled in or have applied to member institutions prior to attaining age 25. Verification of dependent status is required. Participation in this program is in lieu of eligibility for enrollment at Saint Mary’s College.

Tuition Exchange Program Scholarship

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

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

Tuition Exchange Program Application

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

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

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

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

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

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

Tuition Exchange Program Continuing Eligibility

Students will receive up to eight (8) semesters of tuition. Continued participation depends upon yearly re-certification. Accordingly each recipient MUST:

- Submit a transcript of their academic records to Human Resources within one month of the end of their academic year, AND
- Complete a "Scholarship Renewal" form and submit it to Human Resources no later than August 1st.

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

2.14.8.3 Reimbursement Accounts

Tenured or Tenure-Track Faculty who teach five or more courses per academic year (paid over 24 pay periods per year) are eligible to take advantage of the health and/or dependent care reimbursement accounts. To participate, employees estimate their predicted out-of-pocket medical and dependent care expenses for the upcoming year, and submit a Reimbursement Account enrollment form (available from HR and the HR website) no later than December 31 for the following calendar year. The annual amount(s) are deducted in equal pre-tax amounts throughout the following year. Enrollment in these programs is not automatic and must be recalculated annually.

Once the expenses are incurred, a claim form is submitted and reimbursement occurs. Participating employees submit documented qualified expenses to HR during the year, and receive reimbursement checks for eligible expenses. Claims for eligible expenses during a calendar year must be submitted for reimbursement by no later than March 31 of the following year. NOTE: per IRS regulations, any funds that remain in the account after the March 31 deadline will be forfeited, and any changes to these programs can only be made if qualified “life events” occur. For additional information and legal definitions, contact the Human Resources office.

2.14.9 MISCELLANEOUS

College employees ordinarily are offered attendance to academic, cultural and artistic events, student-sponsored events and athletic events on campus; attendance is either free or at reduced prices. Normally faculty or staff I.D.’s are needed for most campus events.

Lunchrooms are available for all staff and faculty.

The following policy may be of interest to Saint Mary’s faculty, but it is a policy outside the control of Saint Mary’s. For more information about the Moraga School District Policy, please contact the district directly:

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

Certain organizations outside the College offer benefits to College employees. The Bookstore offers staff discounts. Metro 1 Credit Union offers personalized banking services. A Bank of America ATM is located in Ferroggiaro Hall for cash withdrawals. Some amusement parks and local merchants offer discounts to College employees.

2.14.10 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is a free, confidential referral and counseling service for full-time employees, retirees, and their family members designed to help balance the challenges of home, work, and contemporary life. Employee Assistance Program specialists can help with marital and relationship counseling, education planning, child and elder care, alcohol and drug abuse, emotional stress, legal assistance, and debt management. To access the Employee Assistance Program services, call 1-888-492-9355.

2.14.11 USE OF FACILITIES/DISCOUNTS

2.14.11.1 Athletic Facilities

Faculty and staff members may use designated athletic facilities. The Alioto Recreation Center is available for those who have a membership. Contact the Assistant Director for Athletics and Recreational Sports for hours of availability and further information.

2.14.11.2 Dining Facilities and Lounges

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

Faculty may also purchase meals in Oliver Dining Hall (the student dining room) and in Café Louis. The Oliver Dining Hall provides a large assortment of items for one price at

the door, and Café Louis offers selections on an a la carte basis. During the January term, holidays, and summer months, these facilities are available on a limited basis.

Faculty may purchase a meal plan from Sodexo. The plan is in the form of “flex dollars”, may be used at any one of the above-listed facilities, and is good for the academic year. The benefit to the faculty for buying the meal plan from the College is the exemption from sales tax. The plan can be purchased in increments of \$50.00.

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

2.14.11.3 Bookstore

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

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

2.14.11.4 Ticket Discounts

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

2.14.12 PARKING

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

2.14.13 VOLUNTARY PROGRAMS

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

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

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

UNUM/Provident Insurance Company offers participation in voluntary Critical Illness and Interest Sensitive Life Insurance programs. Enrollment in these programs is offered

annually, during the open enrollment period with no medical verification or certification required.

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

2.15 TENURED AND TENURE TRACK FACULTY SALARY POLICY

2.15.1 FACULTY SALARY POLICY APPROVED BY THE BOARD OF TRUSTEES, JANUARY 18 & 19, 2012

Faculty Compensation Philosophy

Saint Mary's College celebrates the three traditions which have sustained it since its earliest years: liberal arts, Catholic and Lasallian. The College defends the goodness, dignity and freedom of each person, and fosters sensitivity to social and ethical concerns. The College seeks faculty from different social, economic and cultural backgrounds who come together to grow in knowledge, wisdom and love. The faculty salary policy reflects the mission, traditions and values of Saint Mary's College of California as they relate to the larger world and to internal operations.

The College recognizes that it must attract and retain outstanding faculty who are committed to the College's mission and to their own personal and professional growth. Thus, the College is committed to paying salaries according to the guiding principles of equity (internal fairness), stewardship (financial/fiscal prudence), and market forces (external competitiveness) to sustain a high quality education.

The following principles are derived from the College's mission:

- Enable faculty to support themselves and their dependents with dignity and an acceptable standard of living.
- Attract faculty to come to Saint Mary's College for reasons first and foremost aligned with the mission. While an interest in the mission by the faculty is necessary for a strong institution, the salary should be sufficient to attract and retain faculty in the San Francisco Bay Area.
- Recognize that the long-term financial viability of the College depends upon balancing institutional values such as fairness and concern for individual dignity with fiscal prudence and market competitiveness. In doing so, the faculty salary policy acknowledges that market forces are neither irrelevant to compensation practices nor sufficient as the sole justification for compensation practices.
- Specify the circumstances under which differential hiring will be utilized and state how differential pay will be implemented. Favoritism will be expressly disqualified.
- Assess both the market strategy of looking at extra compensation for "hard to hire" disciplines and for internal adjustments, the peer comparators, and the salary policy as a whole.

Salary Goals

1. The College should initially align the mid-point of each rank of base (or "on-scale") faculty salaries with the average of median salaries by disciplines (sans "hard-to-hire" disciplines) among our market peers (defined below) adjusted for a Bay Area/Moraga salary differential. We recognize that this goal may constrain our ability to compete for top candidates in our applicant pools.

2. The College will preserve a step system with six steps at the rank of Assistant Professor, six steps and the rank of Associate Professor, and will expand from the existing seven steps of Full Professor to 10.
3. The College should aim for internal fairness with a salary structure that is equitable across ranks and which has a range of salaries, from assistant through full professor.
4. To maintain internal fairness, off-scale salary differentials should be limited to a list of positions or “salary lines” designated “hard to fill” and that is developed by the Provost, in consultation with the Deans, and reported annually to the Academic Senate.
5. Because off-scale enhancements to salary lines should be funded additionally to, and apart from, the yearly operating budget’s faculty salary pool, additional endowment or other appropriate resources generated for the support of salary enhancements will be given priority by the Board of Trustees for the strategic purposes served by off-scale compensation; the College will therefore seek and find additional endowment and other resources to cover the cost of off-scale salary differentials.

Salary Administration

1. The change each year in the faculty salary budget (the “pool”) will be a permanent part of the overall budget discussions of the College in collaboration with the Budget Committee. Therefore, the change should recognize the current and forecasted financial situation of the College, which may require temporary deviation from salary goals
2. Competitiveness of faculty salaries will be determined by comparison to a group of 48 other institutions selected on the basis of similar Carnegie classification, funding, residential characteristics, NCAA Division I athletics, endowments, and AACSB accreditation. Additionally, all institutions in the WCC as well as 3 other Lasallian institutions are included.⁴
 - 2.1 Salary data will be drawn, by disciplines, from the CUPA-HR (College and University Professional Association for Human Resources) National Faculty Salary Survey database for the most recent year available.
 - 2.2 A geographic (i.e. Moraga/San Francisco Bay Area) salary differential of 15% will be applied to the average salary of our peer group. The basis for this differential will be data from the Economic Research Institute and will be reviewed regularly as part of the review of policy implementation.
3. Salary supplements will be administered by the Provost in consultation with the Deans. The following protocols will be employed:
 - 3.1 Salary supplements should be considered for individuals in disciplines which have a market premium of at least 15% above the median salary at peer institutions at the time

1. Comparator Institutions: Bradley University, Peoria, IL. 2. Bryant University, Smithfield, RI. 3. Butler University, Indianapolis, IN. 4. Canisius College, Buffalo, NY. 5. Gonzaga University, Spokane, WA. 6. Loyola College, Baltimore, MD. 7. Marist College, Poughkeepsie, NY. 8. Mercer University, Macon GA. 9. Quinnipiac University, Hamden, CT. 10. St. Joseph’s Univ., Philadelphia, PA. 11. Stetson University, Deland, FL. 12. Xavier University, Cincinnati, OH. 13. Belmont University, Nashville, TN. 14. Creighton University, Omaha, NE. 15. Drake University, Des Moines, IA. 16. Fairfield University, Fairfield, CT. 17. Iona College, New Rochelle, NY. 18. Jacksonville U., Jacksonville, FL. 19. La Salle University, Philadelphia, PA. 20. Univ. of Detroit Mercy, Detroit, MI. 21. Loyola Marymount, Los Angeles, CA. 22. Manhattan College, Bronx, NY. 23. Niagara University, Niagara, NY. 24. Sacred Heart Univ., Fairfield, CT. 25. St. Bonaventure U., Bonaventure, NY. 26. University of Portland, Portland, OR. 27. Villanova University, Villanova, PA. 28. Bellarmine University, Louisville, KY. 29. LeMoyne College, Syracuse, NY. 30. Rockhurst Univ., Kansas City, MO. 31. St. Mary’s Univ., San Antonio, TX. 32. Seattle Pacific U., Seattle, WA. 33. Univ. of Scranton, Scranton, PA. 34. Campbell University, Buies Creek, NC. 35. Elon University, Elon, NC. 36. Hampton University, Hampton, VA. 37. Houston Baptist Univ., Houston, TX. 38. Lewis University, Romeoville, IL. 39. Mt. St. Mary’s Univ., Emmitsburg, MD. 40. Providence College, Providence, RI. 41. St. Thomas Univ., Miami Gardens, FL. 42. Seattle University, Seattle, WA. 43. Univ. of Redlands, Redlands, CA. 44. Wagner College, Staten Island, NY. 45. Pepperdine University, Malibu, CA. 46. Santa Clara Univ., Santa Clara, CA. 47. Univ. of San Diego, San Diego, CA. 48. U. of San Francisco, San Francisco, CA

of initial appointment. These individuals must have a terminal degree in that discipline and an established or anticipated research program in that discipline.

- 3.2 Salary supplements generally will be limited such that total salary does not exceed the median salary earned by faculty at the same rank and in the same discipline at peer group institutions adjusted for the Bay Area/Moraga. This “cap” will be re-assessed at each periodic review of the Salary Policy.
- 3.3 The salary supplements -- amounts and underlying rationales -- will be disclosed to the Faculty Welfare Committee in the form of total number of positions within each rank and amount(s) expended for such enhancements. Faculty placement on the Rank and Tenure roster will continue to reflect salary scale placement.
- 3.4 Positions that are not in disciplines which have a market premium and for which a salary supplement is contemplated (e.g., an endowed Professor) should be reviewed for a recommendation from the Faculty Welfare Committee to the Provost in advance of approving that position.
- 3.5 The CFO, working with Human Resources, will prepare an annual report detailing the amounts spent on salary enhancements, and the underlying funding sources.
4. Should the result of the process above deviate over time (either above or below) from goal salaries, adjustments shall be made to return to the goals as quickly as feasible, as recommended by the Task Force described below and reported annually by the Faculty Welfare Committee to the President and the Academic Senate.
5. Every three years (beginning in 2011-2012), a Task Force will review the policy implementation to insure fair and consistent implementation according to the above goals and procedures based on trends in actual vs. goal salaries over time, rather than on annual achievement of a specific salary level. The Task Force, composed of: three members of the Faculty Welfare Committee, the Chief Financial Officer, the Vice President for Mission, the Chair of the Academic Senate, the Chairs of the Board of Trustee Finance and Academic Affairs Committees, the Associate Vice President of Human Resources, and the Provost, shall review the implementation of the policy. The results of the review of policy implementation will be reported to the President, the Academic Senate, and the Board of Trustees.
6. Every six years (beginning in 2017-18) the aforementioned Task Force shall review the policy itself to ascertain if it is meeting the needs of the College and its mission. Findings and recommendations from the review of the policy will be reported to the President, the Academic Senate, and the Board of Trustees.
7. Each year the aforementioned Task Force shall provide to the College community a comparison of current Saint Mary’s faculty salaries with the salary goals as listed above.

2.15.2 SALARY SCALE FOR TENURED AND TENURE TRACK FACULTY

Full-time Faculty Salary Scale

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

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

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

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by their Academic Dean and the Associate Vice President of Human Resources.

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. Advancement is made with the commencement of the contract period or February 1.

SAINT MARY'S COLLEGE
TENURED AND TENURE TRACK FACULTY SALARY SCALE
2019-20

Step	Assistant I	Assistant II	Associate I	Associate II	Professor
1	66,631	70,476	78,815	83,355	107,115
2	68,627	72,590	81,180	85,857	109,257
3	70,686	74,759	83,615	88,431	111,441
4	72,806	77,002	86,123	91,085	113,670
5	74,992	79,311	88,708	93,817	115,944
6	77,241	81,690	91,368	96,632	118,262
7					120,628
8					123,041
9					125,502
10					128,012

2.16 TENURED AND TENURE TRACK FACULTY GRIEVANCE

For the grievance process governing bargaining unit faculty members, see Article #19: Grievance and Arbitration of the Collective Bargaining Agreement.

2.16.1 INTRODUCTION

1. The grievance procedure provides an individual with faculty status a procedure by which to have his/her grievance heard in a fair, predictable manner which permits the participation of his/her colleagues. The goal of the procedure is to effect the timely and equitable settlement of the grievance.
2. The grievance procedure is used to settle disputes between faculty members and other faculty members or between faculty members and academic administrators. The following are grievable issues:

- a. alleged inadequate consideration and/or alleged violations of academic freedom by the Rank and Tenure Committee, the Provost, or the President in tenure and promotion recommendations and/or decisions (see section 2.16.3);
- b. alleged inadequate consideration and/or alleged violations of academic freedom in reappointment recommendations and/or decisions not involving the Rank and Tenure Committee (see section 2.16.4);
- c. all other grievances not involving the rank and tenure review process which allege errors in policies, errors in carrying out policies or procedures, or violations of academic freedom (see section 2.16.4);
- d. alleged violations of equal employment opportunity policies. (Cases of alleged harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability are dealt with under section 2.16.5.)

2.16.2 PROCEDURES THAT APPLY TO ALL GRIEVANCES

1. Grievances must be initiated in writing within twenty (20) school days of the alleged offense. For a definition of "school days" see section 2.16.2(9).
 - a. Grievances where neither the Provost nor the President is a party in the grievance are initiated in the Office of the Provost.
 - b. Grievances where the Provost is a party in the grievance are initiated in the Office of the President.
 - c. Grievances where the President is a party in the grievance are initiated in the Office of the President.
 - d. Grievances involving equal employment opportunity and/or the College's non-discrimination policies are initiated with the Associate Vice President of Human Resources, who also serves as the College's Title IX Coordinator. Complaints involving allegations of sexual harassment are reported to and investigated by the Associate Vice President of Human Resources (see section 2.9.3.1 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).
2. The Provost or the President can designate another individual to receive grievances or to act in his/her place in discharging any responsibilities assigned to either of these parties under these procedures.
3. The faculty member initiating the grievance is responsible for presenting a clear, coherent, well-documented, well-argued case to the Committee. The Committee does not formulate the case for the grieving faculty member.
4. When filing a written grievance, the faculty member initiating the grievance must cite the *Faculty Handbook* section number under which he/she is grieving.
5. Whenever a faculty member is participating in the grievance process he/she may be accompanied or represented by one of his/her colleagues who serves without prejudice or fear of reprisal.
6. When required, written notification must be received by the school day indicated in the grievance procedure. Notification will be made by certified mail. All parties are responsible for providing accurate information to either the President or the Provost as to how they may be reached.
7. When deadlines are identified in the grievance procedure, the parties have until 3:00pm on the designated school day to complete the required activity.

8. If all parties to the grievance believe their time could be profitably extended beyond a time limit outlined in the grievance procedure, they can agree to an extension by defining it in writing before the original time limit elapses. Extension should be for no more than double the original time allocated for the activity, unless extraordinary circumstances occur such as prolonged illness or sabbatical leave.
9. All references to "school days" in the grievance procedures refer to days on which regular undergraduate scholastic year classes are scheduled (including the week of final examinations), according to the official academic calendar published in the College *Catalog*. This definition of "school days" applies to all faculty members regardless of the program in which they teach. In particular, undergraduate vacation days and the undergraduate summer vacation period do not count as school days even though faculty in some programs (e.g., graduate business, education, etc.) teach during these times.
10. A grievance will be considered beginning with Step I of the procedure and continuing in established order until a settlement has been reached or a decision has been accepted by all parties to the grievance or the last step has been fully implemented.
11. If a settlement has not been reached or a party to the grievance is dissatisfied with the decision made, the party may make an appeal which brings the case to the next step. A decision is final if it is not appealed within given time limits or if no further appeal can be taken under this procedure.
12. After commencement of a grievance procedure, additional grievances or alterations in the original grievance require that the procedure begin again.
13. Twelve faculty members are elected to the Grievance Committee. For those steps in these procedures that require the Grievance Committee, each party to the case can challenge two members within ten (10) school days of the actual notice of the composition of the Grievance Committee. Challenges are preemptory and without personal or professional prejudice. All five members of the Grievance committee must be present at deliberation meetings, and all five must vote. No abstentions are allowed. See section 1.7.4.1 (Grievance Committee) for a full description of how the Grievance Committee is constituted. In addition, in an academic year in which the number of concurrent grievances exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage.
14. A Grievance Committee member may serve on a maximum of two concurrent grievances.
15. At the conclusion of grievances involving the Rank and Tenure Committee, the chair of the Grievance Committee will meet with the chair of the Rank and Tenure Committee to discuss, without violating the confidentiality of the grievance process or the privacy of the individual(s) involved, the ways in which such a grievance might be avoided in the future.

2.16.3

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

1. Grievances in which the Provost and/or the Rank and Tenure Committee arrived at a negative recommendation and where the President renders a negative decision are considered under section 2.16.3.1.

2. Grievances in which both the Provost and the Rank and Tenure Committee arrived at positive recommendations but in which the President renders a negative decision are considered under section 2.16.3.2.
3. Grievances in which a faculty member is not reappointed and where the non-reappointment does not involve the Rank and Tenure Committee are considered under section 2.16.4.

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

See Figure 1 for a time line of this section.

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

Maximum time line since grievance occurred: 25 school days

Step I Informal Discussion

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

Step II Grievance Committee Procedure

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

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

2. The Grievance Committee will determine whether the recommendation of the Rank and Tenure Committee and/or the Provost may have been the result of inadequate consideration of the case in terms of the rank and tenure standards of the College and/or a violation of academic freedom. The Grievance Committee should not judge the merits of the case. Rather, the Committee should decide whether on its face, a case for reconsideration by the Rank and Tenure Committee or the Provost has been made by the grievant.
3. The members of the Grievance Committee who are considering the case will have access to the confidential material which is available to members of the Rank and Tenure Committee and the Provost for the case being grieved. They shall also have

access to those portions of the minutes of the meeting(s) in which the grievant's case was discussed. At the sole discretion of the Grievance Committee, should the members find some information ambiguous or contradictory, the Committee may write to the individual(s) and solicit written responses(s) from the individual(s) who has information concerning the case for the purpose of clarification of ambiguous or contradictory information. The Grievance Committee is bound by the same confidentiality that binds the Rank and Tenure Committee.

4. The Grievance Committee shall consider only whether the information available to the Rank and Tenure Committee was adequate to support its decision and whether it was viewed only in the light of relevant standards.
5. The Grievance Committee will provide a written decision within thirty (30) school days from the constitution of the Committee. Copies will be provided to the faculty member, the Rank and Tenure Committee, the Provost, and the President of the College. If the Grievance Committee believes that the faculty member has no valid grievance, this shall be the final step in the faculty member's grievance.
6. If the Grievance Committee believes that the faculty member has a plausible case for reconsideration, it will direct the Rank and Tenure Committee (sitting at the time of the direction) and/or the Provost to reconsider. The Grievance Committee will indicate in what respects it believes the consideration may not have been adequate. If the Grievance Committee finds that information in a specific area was unavailable, insufficient, or inaccurate, it will direct that such information be supplied or corrected through the Office of Academic Affairs and be submitted to the Rank and Tenure Committee for its reconsideration of the case.
7. The records of the Grievance Committee will be kept in a confidential file in the Office of the President. These records will be kept separate from any personnel files.

Maximum time line since grievance occurred: 65 school days

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

Maximum time line since grievance occurred: 95 school days

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

Maximum time line since grievance occurred: 105 school days

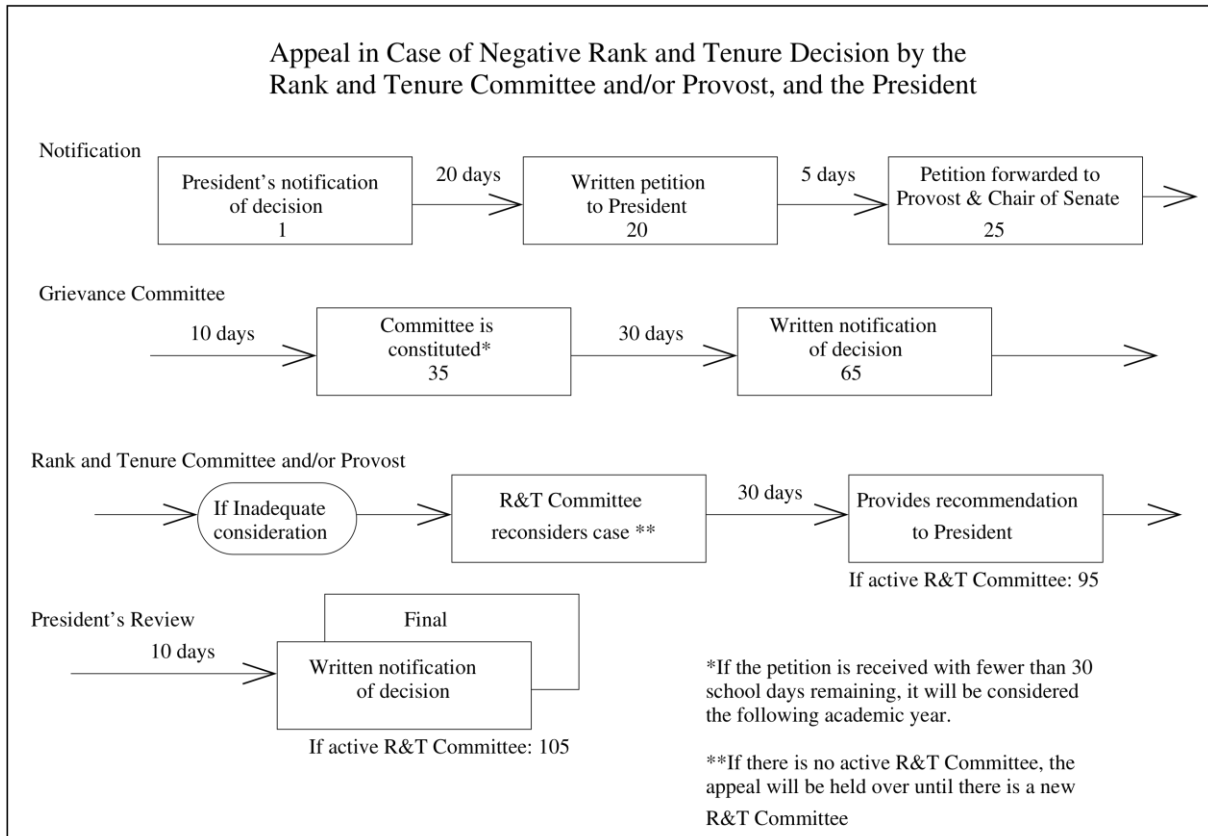


FIGURE 1. Section 2.16.3.1

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

See Figure 2 for a time line of this section.

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

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

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

Maximum time line since grievance occurred: 20 school days

Step I Informal Discussion

1. Following the receipt of the written notification, the President shall call for a meeting between the parties to the grievance to take place not later than ten (10) school days after the written notification is received.

2. Successful resolution of the grievance through informal dialogue is encouraged. The formal grievance procedure is time consuming, costly, and often divisive and should only be used if informal channels of resolution have been exhausted.

3. In order to promote candor and informality and to maximize the opportunity for reaching a resolution, both parties to the discussion are encouraged to agree, at the outset, to sign a confidentiality agreement such as the following:

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

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

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

Maximum time line since grievance occurred: 40 school days

Step II Grievance Committee

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

Maximum time line since grievance occurred: 55 school days

Step III Grievance Committee Procedure

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

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

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

Maximum time line since grievance occurred: 95 school days

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

is final. In cases involving academic freedom only, the grievant may appeal the decision.

Maximum time line since grievance occurred: 105

Step IV Appeal to the Board of Trustees

1. In cases involving academic freedom only, a party dissatisfied with the decision rendered by the President may appeal to the Board of Trustees or to a committee thereof. The party must submit a written complaint to the chairperson of the Board of Trustees specifying why the decision of the President is believed to be erroneous and the redress sought. The chairperson of the Board of Trustees will forward a copy of the written complaint to the President. The complaint must be received within fifteen (15) school days of the decision by the President. See section 2.16.2(4) for the requirements of written notification.
2. The Board of Trustees or a committee created at the discretion of the chairperson of the Board will have forty-five (45) school days for deliberation and to render a final decision on the case. A copy of the decision shall be distributed to both parties.

Maximum time line since grievance occurred: 165 school days.

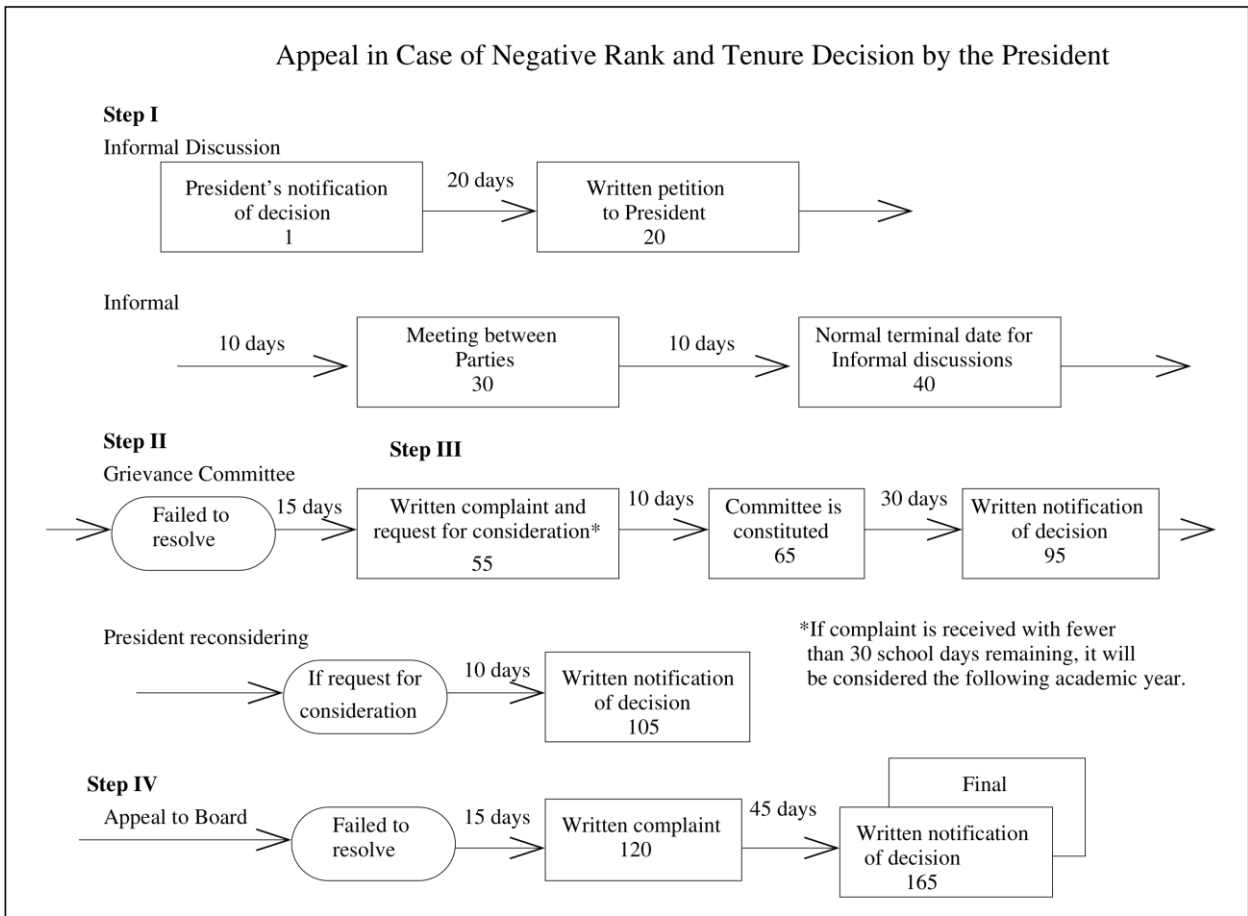


FIGURE 2. Section 2.16.3.2

2.16.4 GRIEVANCES THAT ALLEGE ERRORS IN POLICY NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, ERRORS IN CARRYING OUT POLICIES OR PROCEDURES NOT INVOLVING THE RANK AND TENURE

REVIEW PROCESS, VIOLATIONS OF ACADEMIC FREEDOM NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS, OR INADEQUATE CONSIDERATION AND/OR VIOLATION OF ACADEMIC FREEDOM IN REAPPOINTMENT RECOMMENDATIONS AND/OR DECISIONS NOT INVOLVING THE RANK AND TENURE REVIEW PROCESS.

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

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

See Figure 3 for a time line of this section.

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

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

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

Step I Informal Discussion

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

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

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

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

Maximum time line since grievance occurred: 40 school days

Step II Written Complaint of Grievance

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

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

Maximum time line since grievance occurred: 75 school days

Step III Grievance Committee

1. A party to the grievance who is dissatisfied with the decision of the Provost or President and who desires the chairperson of the Academic Senate to convene the Grievance Committee, must give the chairperson, for delivery to the Grievance Committee, a written complaint explaining specifically why the decision is believed to be erroneous, and request consideration by the Grievance Committee. The complaint and request must be received by the chairperson of the Academic Senate within fifteen (15) school days after the decision by the Provost or President. The chairperson of the Academic Senate will insure that the committee be constituted within ten (10) school days from receipt of the request. See section 2.16.2(4) for the requirements of written notification.
 - i. If the complaint is received fewer than thirty (30) school days before the end of the academic year, the chairperson of the Academic Senate shall assign it to the Grievance Committee within twenty (20) school days after the commencement of the next academic year. The chairperson of the Academic Senate will insure that the committee is operative within ten (10) school days from assignment to the committee.
2. The Grievance Committee:
 - a. Shall ascertain that Steps I and II were unsuccessful in bringing about a settlement;
 - b. May at any time during the process:
 - i. Confer with any members of the College community appropriate to the case. Any person serving as a conferee serves without prejudice or fear of reprisal.
 - ii. Decline to review the case for jurisdictional reasons or because the grievance has become moot and shall submit a written report of the reason for refusal.
 - iii. Engage in additional fact-finding, suggest policy changes, and decide what redress, if any, is due to the grievant.
 - c. Shall render a decision in the case by means of a majority vote.
 - d. Shall preserve the confidentiality of the proceedings. Meetings are not public.
 - e. Shall deliver to the Office of the President the records of the Grievance Committee and all related documentation. These records will be kept in a confidential file in the Office of the President, separate from any personnel files.
3. The Grievance Committee must notify the parties of its decision within thirty (30) school days from the constitution of the Committee.

Maximum time line since grievance occurred: 130 school days

Step IV Appeal to President

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

Maximum time line since grievance occurred: 155 school days.

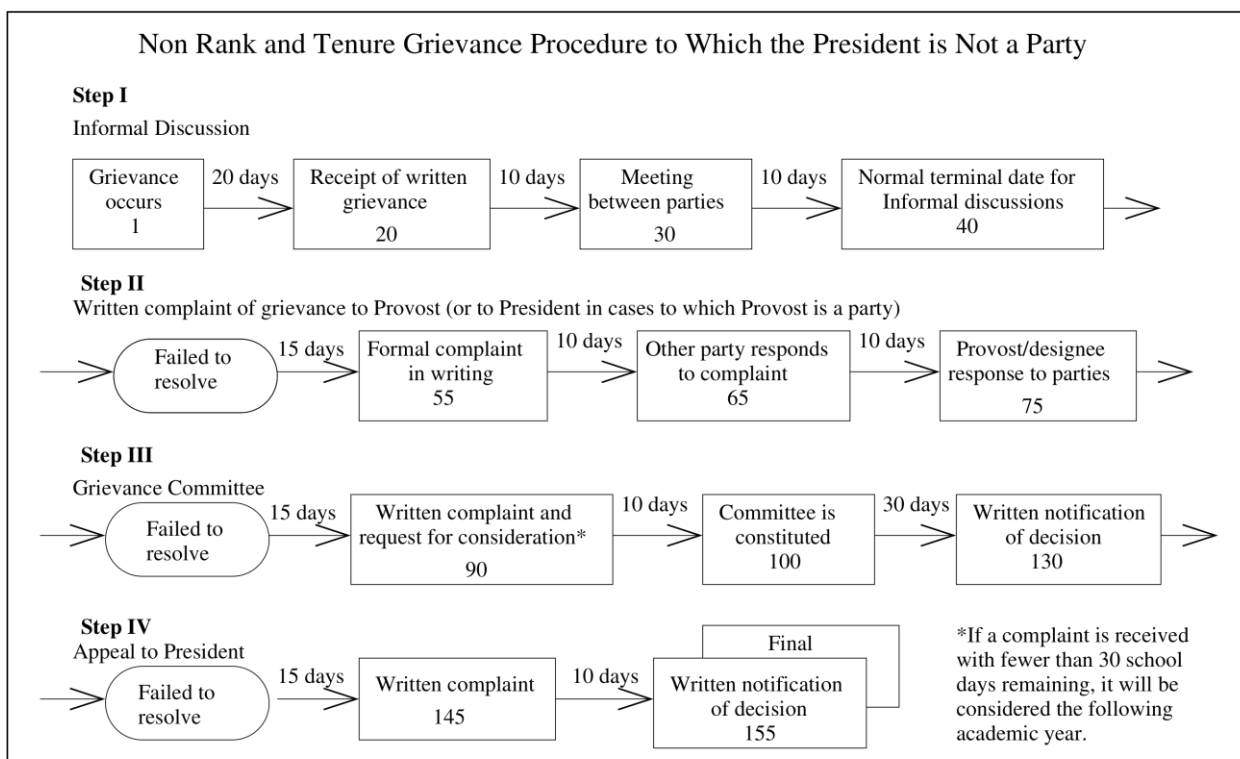


FIGURE 3. Section 2.16.4.1

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

See Figure 4 for a time line of this section.

1. If the faculty member desires to file a grievance under section 2.16.4.2, he/she shall within twenty (20) school days of the alleged error submit a written petition to the

President stating the grounds upon which the faculty member bases his/her grievance and the redress sought.

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

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

Step I Informal Discussion

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

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

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

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

Maximum time line since grievance occurred: 40 school days

Step II Appeal to the Board of Trustees

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

Maximum time line since grievance occurred: 85 school days.

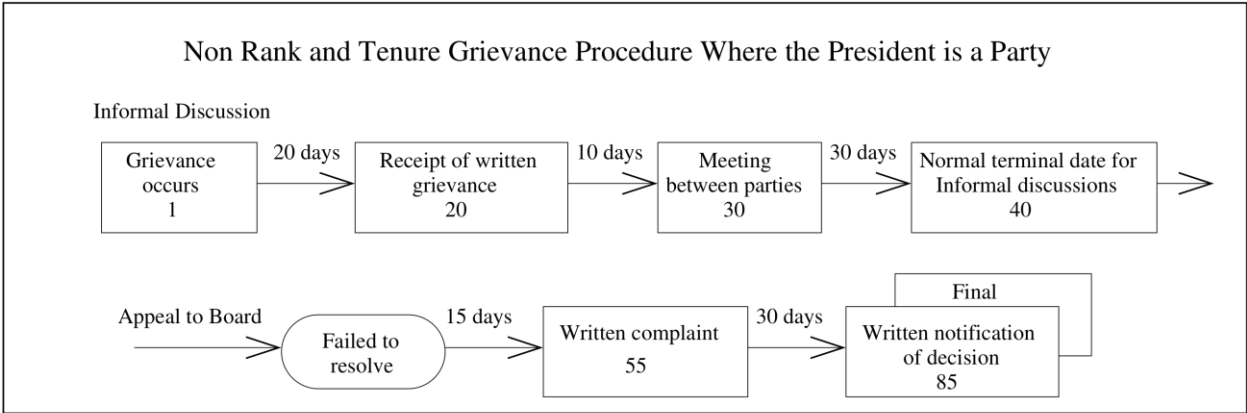


FIGURE 4. Section 2.16.4.2

3. ACADEMIC POLICIES AND SERVICES

3.1 CLASSROOM POLICIES

3.1.1 ACADEMIC HONESTY POLICY, VIOLATIONS, PROCEDURES, AND PENALTIES

3.1.1.1 Academic Honesty

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

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

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

All Saint Mary's College students, faculty, and staff are bound by the Academic Honor Code. The Code is the same for all members of the community; however, there are some procedures that apply specifically to the nontraditional undergraduate programs and the graduate programs based on the needs and practices of those programs that differ from the procedures for the traditional undergraduate programs. The student handbooks for each program in the College detail these procedures (see the "Oversight and Sanctions" section below).

The faculty have a special role in upholding academic honesty and an ongoing responsibility for formulating policies that promote it. Any revision of the Academic Honor Code's provisions and procedures will involve faculty review at every appropriate level.

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

Academic Honor Code

Saint Mary's College expects every member of its community to promote and abide by ethical standards, both in conduct and exercise of responsibility towards other members of the community. Academic Honesty must be demonstrated at all times to maintain the integrity of scholarship and the reputation of the College. Academic dishonesty is a serious violation of College policy because, among other things, it undermines the bonds of trust and honesty between members of the community and betrays those who may eventually depend upon the College's academic integrity and knowledge.

As an expression of support for academic integrity throughout the Saint Mary's learning community and as an administrative tool to discourage academic dishonesty, Saint Mary's has implemented an Academic Honor Code. The Academic Honor Code has been approved by the ASSMC Student Body, the Academic Senate, the Provost and the President of Saint Mary's College.

Pledge

All students, by enrollment, are subject to the Academic Honor Code. As part of the orientation process, traditional undergraduate students are also encouraged to sign a pledge to follow this Academic Honor Code. The pledge reads as follows:

As a student member of an academic community based in mutual trust and responsibility, I pledge:

- *to do my own work at all times, without giving or receiving inappropriate aid;*
- *to avoid behaviors that unfairly impede the academic progress of other members of my community; and*
- *to take reasonable and responsible action in order to uphold my community's academic integrity.*

Principles of Action

Individual Responsibility: It is the responsibility of every student and faculty member of the College community to know and practice the tenets of the Academic Honor Code. If there is confusion over the appropriateness of a particular action in light of the Code, or if a community member has recommendations about how to amend or alter the Code, those questions and suggestions should be addressed to the Academic Honor Council through the Academic Honor Code Coordinator, or to the program director or dean for graduate and professional studies programs.

Community Responsibility: In addition to maintaining one's own academic integrity, each member of the academic community should strive to preserve and promote integrity among his/her peers. This community empowers its members to take appropriate action in support of the Academic Honor Code. If a student, faculty member, staff member, or administrator suspects a violation of the Academic Honor Code, he or she should take action consistent with the Academic Honor Code Procedures described below. Additional possible actions include:

- Actively encouraging academic integrity among one's peers.
- Using moral suasion to avert a peer's academic dishonesty.
- Alerting a faculty member to suspected violations of academic integrity.
- Educating one another regarding the responsibilities of academic integrity.
- Helping a faculty member maintain an environment that is conducive to integrity.

Violations

All violations of the Academic Honor Code are administered by the Academic Honor Council, or program director or dean for graduate and professional studies programs. Members of the academic community are presumed to be familiar with the procedures outlined for determining a violation of the Academic Honor Code and, therefore, ignorance of the Code is not available as an excuse for an alleged violation of it.

Forms of violations of the Academic Honor Code include, but are not restricted to:

In Examinations: unauthorized talking during an exam; use of "cheat sheets" or other unauthorized course materials during an exam; having someone other than the student registered in the course take an exam; copying from another student's work; giving assistance to another student without the instructor's approval; gaining access to an exam prior to its administration; informing students in other course sections of the contents of an exam; preparing answer sheets or books in advance of an exam without authorization from the instructor; unauthorized collaboration on a take-home exam; altering another

person's answers in the preparation, editing, or typing of an exam; bringing unauthorized materials into an exam room.

On Papers and Class Assignments (understood as all work assigned in a course): submitting work prepared by someone else as one's own; using the thesis or primary ideas of someone else, even if those ideas have been edited or paraphrased, without proper citation; plagiarizing words, phrases, sections, key terms, proofs, graphics, symbols, or original ideas from another source without appropriate citation; receiving unauthorized assistance in preparing papers, whether from classmates, peers, family members, or other members of this or any other College community; collaboration within a class or across sections of a class without the consent of the instructor; preparing all or part of a paper for another student; intentional failure to cite a source that was used in preparing the paper; citing sources that were not used or consulted to "pad" a bibliography; citing sources out of another's bibliography without having consulted those sources; re-using previous work without the consent of the current instructor; providing a paper to another student for any purpose other than peer editing or review; using unapproved sources in preparing a paper; lying to an instructor to circumvent grade penalties; interference with access to classrooms, computers, or other academic resources.

In Research: fabricating or falsifying data in any academic exercise, including labs or fieldwork; using material out of context to inappropriately support one's claims; sabotaging another person's research; using another researcher's ideas without proper citation; taking credit for someone else's work; hoarding materials and/or equipment to advance one's research at the expense of others.

In the Use of Academic Resources: destruction, theft, or unauthorized use of laboratory data, research materials (including samples, chemicals, lab animals, printed materials, software, computer technology, audiovisual materials, etc.); stealing or damaging materials from the library or other College facilities; not returning materials when asked to do so; appropriating materials needed by others such that their work is impeded; helping others to steal, hoard, destroy, or damage materials.

In Academic Records: changing a transcript or grade in any unauthorized way; forging signatures on College documents; willful public misrepresentation of achievements, whether academic, athletic, honorary, or extracurricular; falsifying letters of recommendation to or from college personnel; bribing any representative of the College to gain academic advantage; breaking confidentiality about the proceedings of the Academic Honor Council, an Academic Review Board, or an investigative committee in the graduate and professional studies programs.

In Community Participation: Engaging in conduct that, if found to have occurred, violates the College's Technology Use and Whistleblower policies.

These types of conduct constitute violations of the Academic Honor Code and will be considered, if determined to have occurred, as acts of academic dishonesty. Any conduct that represents falsely one's own performance or interferes with that of another is academic dishonesty. Academic dishonesty is distinguished from academic inadvertence which involves an act that might appear to be a violation of the Academic Honor Code, but is determined to be without intention to deceive. The Academic Honor Council, or the dean or program director for adult and graduate programs, receives and considers all reports of conduct that is alleged to be a violation of the Code and, thereafter, decides whether the alleged conduct, if determined to have occurred, constitutes academic dishonesty or academic inadvertence. In cases of academic inadvertence, no charge of academic dishonesty is made and the student is referred to the instructor for appropriate resolution.

The Academic Honor Code is not intended to impede or inhibit the free exchange of ideas and collaborative learning which are hallmarks of a Saint Mary's education. The College

supports and encourages cooperative learning, group projects, tutoring, mentoring, or other forms of interchange of ideas among students and faculty, one of the most important benefits of academic life.

Traditional Undergraduate Students Oversight and Sanctions

For traditional undergraduate programs, the procedures for the administration of the Academic Honor Code, the determination of violations, and the imposition of sanctions are overseen by the Academic Honor Council. Specifics of the Academic Honor Council and its procedures are detailed in the Undergraduate Student Handbook.

Graduate and Professional Studies Programs Oversight and Sanctions

The procedures for the administration of the Academic Honor Code, the determination of violations, and the imposition of sanctions for students who have violated the Academic Honor Code in adult and graduate programs are set forth in the Graduate and Professional Student Handbook.

3.1.2 LETTER GRADES

The College defines undergraduate letter grades as follows: A, excellent; B, very good; C, satisfactory; D, deficient; F, failing. Grading practices should reflect these definitions. While it is recognized that there may be significant variations in student ability and performance from class to class, department chairpersons should discuss grading practices with faculty who have a consistent pattern of deviation from expected norms.

3.1.3 FINAL EXAMINATIONS AND PAPERS

3.1.3.1 Undergraduate Final Examinations and Papers

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

3.1.3.2 Graduate and Professional Final Examinations and Papers

Final examinations are normally held during the last class period. Faculty who do not conduct final exams are expected to use the scheduled time for a final class meeting. Department chairpersons have the responsibility to see that the above policy is maintained. Copies of final examination questions should be given to the chairperson for departmental files. Final examination papers or term papers given in lieu of final examinations may be returned to the student or should be kept on file by the instructor for at least one year. Both final examinations and term papers are the property of the College.

3.1.4 MEETING CLASSES

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

3.1.5 ORDER IN THE CLASSROOM

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

3.1.6 CLASS ATTENDANCE (STUDENTS)

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a course. Excessive absence can be a cause for dismissal from the College. Faculty are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly-scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

3.1.6.1 Attendance Policy: Student Athletes

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has schedules intercollegiate competitions, will not be penalized for missing class because of representing the College in those competitions – so long as the student's absence from the class for the purpose of intercollegiate athletic competition does not exceed:

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

3.1.7 CREDIT-HOUR POLICY

Saint Mary's College of California follows federal guidelines that measure for all courses and programs the amount of time students engage in coursework dedicated to achieving intended learning outcomes.

Standard Policy

In order to receive one hour of credit for one semester or trimester course, students will engage in approximately 750 minutes of contact time with the instructor of record and approximately 1500 non-contact minutes. A standard 1 credit course at Saint Mary's is equivalent to approximately 3.5 credit-hours.

In order to receive one hour of credit for a quarter term course, students engage in approximately 550 minutes of contact time with the instructor of record and approximately 1100 non-contact minutes.

Equivalencies to the Standard Policy

In some cases the ratio of contact to non-contact activity may be adjusted in order to achieve learning outcomes according to pedagogical standards in a particular area of study. Courses requiring more than the amount of contact time described in the standard policy (such as laboratory courses, language courses, studio courses and practica) may require commensurately less non-contact time than others. Courses requiring less than the standard amount of contact time (such as independent studies, internships, service-learning courses and courses utilizing online or hybrid instruction) may require commensurately more non-contact time.

3.2 REGISTRARIAL POLICIES

3.2.1 ACADEMIC CALENDAR

The college constructs and keeps a rolling five-year academic calendar. This includes the start and end dates for each of the various semesters, terms, and quarters taught at the college, the academic and non-academic holidays, and other important events (e.g. Commencements). The Vice Provost for Undergraduate Academics and Vice Provost for Graduate and Professional Studies are responsible for the creation and maintenance of the academic calendar. Each year the Vice Provosts present an updated five-year academic calendar to the Academic Senate who review and approve the fifth year.

The specifics of the calendars for each program, whether undergraduate, graduate or professional, depends in part on the nature of the program. All calendars will respect the non-Academic holidays of the college (as determined by the Director of Benefits in Human Resources), the Credit-Hour Policy (see 3.1.7 Credit-Hour Policy), and the academic holidays and guidelines adopted by the Academic Senate.

3.2.2 SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student's permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar's office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College *Catalog*. Petitions for the above are subject to approval by the Registrar.

3.2.3 UNDERGRADUATE FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week. Final exams for courses meeting at 6:00pm or later, or in times not identified in the schedule below, will take place on the first meeting date and time of finals week in their assigned room.

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

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	TIME	DAY	TIME
MWF	8:00 – 9:05 am	Monday	8:00 – 10:00 am
MWF	9:15 – 10:20 am	Wednesday	8:00 – 10:00 am
MWF	10:30 – 11:35 am	Monday	10:30 am – 12:30 pm
MWF	11:45 am – 12:50 pm	Wednesday	10:30 am – 12:30 pm
MF	1:00 – 2:40 pm	Monday	1:00 – 3:00 pm
MWF	2:45 – 3:50 pm	Wednesday	1:00 – 3:00 pm
MW	4:00 – 5:35 pm *	Monday	3:30 – 5:30 pm
MW	7:00 – 8:35 pm *	Monday	7:00 – 9:00pm
TTh	8:00 – 9:35 am	Tuesday	8:00 – 10:00 am
TTh	9:45 – 11:20 am	Thursday	8:00 – 10:00 am
TTh	11:30 am – 1:05 pm	Tuesday	10:30 am - 12:30 pm
TTh	1:15 – 2:50 pm	Tuesday	1:00 – 3:00 pm
TTh	3:00 – 4:35 pm	Thursday	10:30 am – 12:30 pm
TTh	4:45 – 6:20 pm	Tuesday	3:30 – 5:30 pm
TTh	7:00 – 8:35 pm	Tuesday	7:00 – 9:00 pm

*In the spring these classes will meet for 100 minutes: 4:00 – 5:40 and 7:00 – 8:40.

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

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, technologies, and staff. It also houses the Information Technology Service's Center for Teaching and Learning: EdTech and their drop-in Tech Bar. A summary of Library services to support faculty teaching and research can be found on the Library's home page under Services and Support: Faculty Services

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of information, scholarly resources, and data. Librarians, in consultation with faculty, will develop specialized and advanced library/research skills workshops or assignments that teach information literacy and support your course learning outcomes. Contact your subject librarian to learn more.

3.3.1.2 Research Assistance

Your subject librarian can help you with identifying and finding materials for your research and with information you may need as you prepare your promotion/tenure review materials. If you need an answer fast, get individualized, personal research assistance seven days a week from a professional librarian. No appointment is necessary. For more information, go to <http://www.stmarys-ca.edu/library/ask-us>.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, full-text resources, and interlibrary borrowing services for books, videos, and journal articles. In addition the Library has a collection of 45,000+ digital books (Ebrary). The books are cataloged in Albert and accessible through the Library's Databases web page. These resources are available in the Library and throughout the SMC campus and remotely throughout the world via the World Wide Web. An SMC email account and password is required to access these resources.

The ALBERT online catalog includes records for all the books in the library building, and records for periodical titles, videos, media, and digital resources. More than 150 electronic databases available on the campus network often include access to the full text of articles indexed, from over 57,713 periodicals. The library Web page (<http://library.stmarys-ca.edu>) also offers access to internet resources for study and research selected by librarians and organized by discipline.

The Library is associated with the Online Computer Library Center (OCLC), which enables librarians to locate and borrow books and periodicals from throughout the United States and beyond.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley and the Graduate Theological Union Library. See the Library's Privileges page <https://www.stmarys-ca.edu/library/services-and-support/borrowing-policies/accounts-and-privileges>. Most libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, allow the public to use materials on-site. For questions or assistance with privileges at a particular institution not discussed above, contact the Library's Head of Access Services.

3.3.1.5 Interlibrary Loan and Document Delivery

Request books, films, and articles from other libraries across the nation or have material delivered to your home or office. Inquire at the Service Desk or see <https://www.stmarys-ca.edu/library/interlibrary-loan>.

3.3.1.6 Faculty Photocopying

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

3.3.1.7 Collections and Circulation Policies

The Library supports faculty teaching and research and student learning. We purchase and license a wide range of materials--books (fiction and nonfiction), journals, newspapers, databases, films, DVD's, streaming media and other scholarly and general resources. Many

items are electronic and available remotely. The Library has national and international cooperative lending/borrowing relationships and can get most materials within a week. Faculty can have materials delivered to their offices or scanned copies sent to an email address.

Special Collections are both print and electronic and include the Library for Lasallian Studies, the Newman Collection and other historical research collections. See <https://www.stmarys-ca.edu/library/about-the-library/special-collections>.

Most materials may be borrowed by faculty for a semester, subject to recall if needed by another Saint Mary's borrower. Some materials, particularly those borrowed from other libraries, have different loan rules. Faculty may renew material up to three times, either in person, by phone, or online using *Albert*, the Library's online catalog under "My Account". When material is overdue, faculty will receive an email courtesy reminder. If not renewed or returned, the material will be considered lost and faculty will be billed replacement costs. Please see the Borrowing Policies page for more information <https://www.stmarys-ca.edu/node/175586>.

3.3.1.8 Textbook and Course Reserve Service

Material that is required or recommended for class, or is otherwise in high demand may be added to the Textbooks on Reserve or the Reserve collections. For details about processing time, copyright restrictions, and loan periods, come to the Library's Service Desk or go to <http://www.stmarys-ca.edu/library/using-the-library/reserves>.

Upon request by faculty, Access Services staff will place on Reserve course material for classes. Material may be scanned and placed on electronic reserve for 24/7 access. Physical copies of bound materials only may be placed on Reserve at the Service Desk. Placing items on Reserve ensures students will have equitable access to this material. The physical Reserves are Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open.

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Head of Access Services. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of the Library. Exhibit space fills up quickly, so please reserve as far in advance as possible.

3.3.1.10 Digital Commons

Saint Mary's College of California Digital Commons is an Institutional Repository service managed by the Library that provides an electronic repository for academic, scholarly, and creative works, administrative documents, electronic journals, and other content produced by and for the Saint Mary's community. Digital Commons currently houses the Undergraduate Course Catalog, as well as the Faculty, Staff, and Student Handbooks. See: <http://digitalcommons.stmarys-ca.edu/>.

3.3.1.11 College Archives

The Saint Mary's College Archives collects, preserves, and provides access to records, publications, and other documents pertaining to the history of the College to serve the research needs of the College community and the public. The Archives collections include documents dating from the founding of the College in 1863 in San Francisco, through its relocation to the "Brickpile" campus in Oakland in 1889, to its move to the Moraga campus in 1928 and up to the present. For more information, contact the Archivist at: archives@stmarys-ca.edu.

3.4 TECHNOLOGY USE POLICY

Saint Mary's College of California is a non-profit public benefit corporation dedicated to offering a Catholic, Lasallian, Liberal Arts education. Saint Mary's has developed Information Technology (IT) resources to support this mission. This Policy governs the appropriate use of Saint Mary's IT Resources.

1. The primary purpose of Saint Mary's IT Resources is to facilitate and support the Academic Mission of the College.
2. The use of Saint Mary's IT resources for College business and operational activities such as Financial and Academic administration, student support, and facilities administration are also critical in support of the Academic Mission of the College.
3. The mission-aligned priorities noted above constitute the primary use of Saint Mary's IT Resources. All other uses are secondary, and must not interfere with primary use of Saint Mary's IT Resources
4. The use of Saint Mary's IT Resources is a privilege that is extended to all qualified members of the Saint Mary's Community, and must be consistent with the priorities listed above.
5. The use of Saint Mary's IT Resources by all Users must comply with all applicable laws and Saint Mary's Policies. Violations may result in suspension or termination of User privileges.
6. By accessing Saint Mary's IT Resources, Users implicitly agree to abide by this Policy.

This section contains several related IT Policies

Saint Mary's College of California General Policies Governing the Use of Information Technology
Saint Mary's College of California Policy Governing the Attachment and Use of Personally-owned Computing Equipment on the Saint Mary's Network
Saint Mary's College of California Policy for College-Provided Mobile Computing Equipment
Saint Mary's College of California Password Policy
Saint Mary's College of California Web and Blog Use Policy
And refers to the Saint Mary's Institutional Security Policy and to federal copyright law

3.4.1 GENERAL POLICIES GOVERNING THE USE OF INFORMATION TECHNOLOGY

3.4.1.1 IT Policy Governance

This and other IT Related Policies (listed below under "Related Policies") are subject to amendment or revision as appropriate by approval of the Technology Planning and Policy Committee (TPPC).

3.4.1.2 Scope

This and other Related IT Policies apply to all users (Users) of Saint Mary's IT resources, including faculty, staff, students, campus visitors and contractors, and apply whether the user is accessing these resources while on campus or remotely over the internet.

3.4.1.3 Using Information Technology Resources

3.4.1.3.1 General

The use of IT resources shall be consistent with the mission of the College, College policies, and must not violate Federal, State or local laws or regulations. (Note: For questions regarding copyright and trademark issues, Fair Use, or other legal matters relating to the use of copyright-protected materials on the Saint Mary's network, please refer to the Saint Mary's Library Resources web pages. Legal questions about such issues should be directed to your Dean, area Vice President or Vice Provost, who can consult about your question with College Counsel, if necessary.)

3.4.1.3.2 Access

IT resources are available to Users on campus as well as remotely through the internet, twenty-four hours a day, and seven days per week. Technical support is limited to academic business hours, and Saint Mary's may on occasion temporarily interrupt this availability to conduct ordinary as well as extraordinary business and maintenance.

3.4.1.3.2.1 Faculty and Staff

Use of IT resources is limited to that which is necessary as part of a User's duties, responsibilities and mission-related activities. Incidental personal use during a User's working hours where such use does not interfere with a User's performance, does not violate any applicable policy, rule, or law, and is consistent with your office or departmental policies and procedures related to such use, may be permitted. Faculty and Staff Users should consult with their supervisor as to the extent of permitted personal use of Saint Mary's IT Resources.

3.4.1.3.2.1.1 Use of College-Provided Mobile Computing Equipment

Faculty and Staff Users who are issued College-owned mobile computing equipment must also abide by the *Saint Mary's College of California Policy for College-Provided Mobile Computing Equipment*.

3.4.1.3.2.2 Students

Saint Mary's recognizes that access to, and use of, IT resources contributes to an individual's personal and intellectual development. Therefore, student Users may use IT resources for both academic and personal use. However, in an effort to allocate IT resources fairly, Users engaged in personal activities that place an undue burden on IT resources may be asked to reduce or discontinue such use. Saint Mary's may impose limits if the User does not voluntarily reduce or discontinue the burdensome activity upon such a request

3.4.1.3.2.3 Accounts and Passwords

Members of the Saint Mary's community, including Trustees, faculty, staff, current students, resident Brothers of the Christian Schools, and temporary employees are qualified for and will be issued a Saint Mary's network account (Account). Each Account will be issued with a unique user name and secret password, which should be immediately changed by the user to a strong password (see *Saint Mary's College of California Password Policy*). This user name and password will be required when authenticated access to Saint Mary's IT resources is necessary. Visitors to campus are limited to the use of the "Guest" wireless network, which does not require an account for access.

3.4.1.3.2.4 Attachment and Use of Privately-owned Computing Equipment

Users and Guests who attach their own (privately-owned) computing equipment to the Saint Mary's network must also comply with the *Saint Mary's College of California Policy Governing the Attachment and Use of Personally-owned Computing Equipment on the Saint Mary's Network*.

3.4.1.3.3 Information Security.

Users of Saint Mary's IT resources must comply with all provisions of the *Saint Mary's College of California Institutional Information Security Policy* that apply to the particular role of the User as defined in the Policy.

3.4.1.4 Electronic Mail (E-Mail)

3.4.1.4.1 General Information

Every network Account comes with an individually assigned e-mail account on the Saint Mary's Google Apps for Education domain (G-mail). Organizational email accounts not tied to an individual account are available by request to IT Services. Members of the Saint Mary's community are strongly encouraged to use the same personal and professional courtesies and considerations in E-mail as they would in other forms of communication at Saint Mary's.

3.4.1.4.2 Disclaimer

Saint Mary's IT Services is not the arbiter of the contents of E-mail, and is not technologically capable of completely protecting Users from receiving E-mail that the Users may find offensive. There is no guarantee that E-mail messages received by users of the College's email service are in fact sent by the purported sender. Furthermore, E-mail that is forwarded could be modified by persons other than the original sender.

3.4.1.4.3 Ownership

College E-mail addresses are the property of Saint Mary's College of California, and are intended for business purposes. (E-mail accounts issued to students are intended for both personal and educational purposes. Therefore, though Saint Mary's retains ownership of the email address, it claims no ownership or interest in the contents of the account; however, the account contents are visible to Saint Mary's.) Electronic mail sent to/from a College e-mail address, whether or not created or stored on Saint Mary's IT resources, constitute a College record subject to review and disclosure by Saint Mary's at its discretion. For reasons of security, business continuity and legal compliance, Saint Mary's employees must use their individual or departmental Saint Mary's e-mail account, rather than any other personal or business e-mail account, for all Saint Mary's business communications that utilize electronic mail.

3.4.1.4.4 Representations

E-mail Users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Saint Mary's or any unit of Saint Mary's unless explicitly authorized to do so by the appropriate College authority. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not speaking on behalf of Saint Mary's. An appropriate disclaimer is: "These statements are my own, not those of Saint Mary's College of California, its Board of Trustees, or its Regents."

3.4.1.4.5 Lists and Aliases

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

3.4.1.5 Policies Related to the Use of IT Resources

3.4.1.5.1 Management of Information Technology Resources

All Saint Mary's-owned computing equipment is managed by IT Services. Management includes the installation and maintenance of all application and operating system software. This may also include the installation of various software clients that aid in managing Saint Mary's owned computing equipment. No employee is permitted to evade or compromise this management or the capability of management, including the changing of administrative passwords or rights, nor does the granting of administrative rights on any Saint Mary's owned computer to a faculty or staff member confer the right to remove or alter any method of remote or local management by IT Services.

3.4.1.5.1.1 Adding Servers, Specialized Hardware and Applications

Employees and departments seeking specialized implementation of hardware or software applications in support of business-related objectives must follow the Project Proposal process of the TPPC (Technology Planning and Policy Committee) for approval and implementation (see <http://www.stmarys-ca.edu/provost-vice-president-for-academic-affairs/technology-planning-and-policy-committee> for more information). Lacking this review, specialized hardware and/or software that has been appropriated and/or attached to the Saint Mary's network may be immediately removed from Saint Mary's IT resources, or remotely disabled, by IT Services. Saint Mary's is not responsible for any lost data due any such action.

3.4.1.5.2 Archiving and Retention

Electronic Information, including E-mail, is backed up to assure system integrity, availability and reliability. Archived backups only exist in relation to need, based on legal or audit requirements, such as those made by the College's independent auditors. Under some circumstances, Saint Mary's could be required to disclose to outside parties certain electronic records, including but not limited to E-mail, web pages, or other electronic data archived by Saint Mary's. Saint Mary's may itself access or disclose User Electronic Information to law-enforcement agencies or other entities, consistent with this Policy and all applicable laws, court orders and rules of evidence requiring such disclosure.

3.4.1.5.2.1 Faculty and Staff Back-up of College documents and data

In order for the College to properly protect College business documents and data that reside on the computing devices used by employees of the College, employees must store or backup any such business documents and data files in their Saint Mary's Google Drive, or on secure internal file servers. This method should be used for the proper and secure retention of electronic business documents and data.

3.4.1.5.3 Computer Labs and Computers for Library Use

Computer laboratories and Library general use computers maintained by Saint Mary's are resources installed by the College to promote scholarship and learning for all students. Accidental or intentional disruption of Computer laboratories and Library computer areas will deprive others of access to these important IT resources. Users of the computer labs and the Library general use computers shall obey the instructions of lab supervisors and other College employees. Behavior that is disruptive to other users of the facility is prohibited. Such behavior might include, but is not limited to, eating, drinking, making excessive noise, using aggressive or abusive language, or playing games.

3.4.1.5.3.1 Library and Lab User Courtesy

Users are responsible for leaving computers and workspace in laboratories and the Library clean and ready for the next User. This requires each User to close all open applications, log out of any attached servers, and remove personal items (including portable media and printouts) from the computer and workspace. Use of laboratory computers that are logged in under an Account other than one's own is prohibited.

3.4.1.5.4 Privacy and Discovery of Policy Violations during Routine Maintenance

Saint Mary's is committed to maintaining the privacy of all Users within the parameters of the *Saint Mary's College Institutional Information Security Policy*. However, Users should be aware that IT Services staff routinely monitor routing and other information related to data traffic across the Saint Mary's network, to evaluate issues such as volume of traffic, security breaches and the general use of system resources, and may detect policy violations during the normal course of this work.

3.4.1.6 Prohibited Activities Related to Technology Use

3.4.1.6.1 General

Users are subject to all Federal, State and local laws and College policies applicable to User conduct, including not only those laws and regulations that are specific to computers and networks but also those that may apply generally to personal conduct. Misuse of computing, networking, or information resources may interfere with the normal business of the College and can result in disciplinary action, loss of computing privileges, and/or legal action.

3.4.1.6.2 Examples

Examples of misuse and prohibited conduct include, but are not limited to, the activities in the following list. Since it is impossible for Saint Mary's to anticipate and thus give examples of every possible violation of this Policy, other applicable policies, or law, it is incumbent upon each User to consider the consequences of his/her own actions. To the extent that a violation of this Policy is also a violation of any Federal, State, or local law, Saint Mary's will encourage full enforcement of such laws by the appropriate public entity.

1. Reproducing, distributing or displaying copyrighted materials without prior permission of the copyright owner. This includes text, images, photographs, music files, sound effects, and other legally protected works.
2. Using an Account credentials that you are not authorized/assigned to use.
3. Sharing the password for your Account.
4. Using IT resources to harass others, or to create, store, or transmit libelous or obscene materials.
5. Sending chain, spam or any other junk email, disseminating mass email without the permission of the appropriate College authority, or intentionally creating/distributing email that contains malware or phishing attempts.
6. Using Saint Mary's IT resources to gain unauthorized access to any computer system. This includes the use of any network monitoring software or any other software that is used to assist in the compromising of a computer system or User Account.
7. Knowingly performing an act that will interfere with the normal operation of third party computers, peripherals, networks, or any Saint Mary's IT resource.
8. Knowingly running or installing on any computer system or network, or giving to another person, a program intended to damage or to place files on another Users' Account or system without their knowledge.
9. Using applications that inhibit or interfere with the use of the network by others, intentionally or not.
10. Attempting to circumvent data protection schemes or uncover security loopholes.
11. Violating terms of applicable software licensing agreements.
12. Masking the identity of an Account or machine, or using a false identity.
13. Using Saint Mary's IT resources to post materials on web sites, blogs, social media or electronic bulletin boards that violate existing laws, Saint Mary's codes of conduct, or any other Saint Mary's Policy applicable to the User.
14. Attempting to monitor or tamper with another person's electronic communications, or reading, copying, changing, or deleting another person's files or software without the explicit permission of the owner; capturing passwords or data on the network or Internet not meant for you.
15. Using IT resources for personal or political gain, including running a business for profit or non-profit purposes, promoting and selling products and services, commercial advertising, or political campaigning.
16. Registering a Saint Mary's IP address with any other domain name (i.e., www.name.com).
17. Providing a pass-through site or gateway that would give access to unauthorized persons to campus hosts and other Saint Mary's IT resources.

3.4.1.7 Enforcement of Technology Use Policy

3.4.1.7.1 Revocation of Privilege and Disciplinary Action

Saint Mary's reserves the right to limit or deny access to its IT resources when any Saint Mary's policy or any applicable Federal, State, or local laws are violated, or when Saint Mary's receives notice or believes that there is a violation by a User. Prior notice of such actions is not necessary. IT Services will notify the User of the violation and of any action as soon as is practicable under the circumstances. Further disciplinary action may be taken by the College as well. Third Party Users and other individuals who are subject to this Policy but might not be subject to any other Saint Mary's policy or disciplinary process (e.g., library patrons and Campus visitors), may lose the privilege to use Saint Mary's IT resources for violating this Policy, and, depending on the seriousness of the violation, may be banned from entering College property.

3.4.1.7.2 Reporting

If a User suspects that a particular behavior is in violation of this Policy, he or she should contact the ITS Service Desk.

3.4.1.7.3 Violations of Law

When there is a violation of law, a User may face other serious consequences imposed by public authorities. Violations of law, if brought to Saint Mary's attention, may result in the temporary or permanent termination of User's access to IT resources, and the User shall be referred to the appropriate party for disciplinary action.

3.4.1.7.4 Copyright Infringement

In cases of alleged copyright infringement, Saint Mary's will comply with the Digital Millennium Copyright Act (the "DMCA"). In accordance with the DMCA, (17 U.S.C. § 512), upon receipt of proper notification by a copyright owner of an alleged copyright infringement, Saint Mary's will expeditiously take all appropriate and required actions, including but not limited to, the removal or disabling of access to the allegedly infringing material.

3.4.2 POLICY GOVERNING THE ATTACHMENT AND USE OF PERSONALLY OWNED COMPUTING EQUIPMENT ON THE SAINT MARY'S NETWORK (Bring Your Own Device)

3.4.2.1 General

The Saint Mary's College (Saint Mary's) Data network is a shared, finite resource installed by the College to promote scholarship and learning for all members of the College Community. The attachment of personally-owned computing equipment to the Saint Mary's network has the potential to disrupt it, if operated improperly, depriving others of access to the College's Information Technology resources. Persons attaching computing devices to the College's Saint Mary's network must comply with all portions of the *Saint Mary's College of California Technology Use Policy*. Additionally, Users who attach personally-owned computing equipment, including PC's, tablets, cell phones and any other computing or network-enabled device, to the Saint Mary's network are bound by the following specific policies:

3.4.2.2 Responsibility

Users are responsible for all traffic originating from their computing equipment, regardless of whether or not they generated it on purpose.

3.4.2.2.1 College Support for Personally-owned Computing Equipment

Due to resource limits, Saint Mary's cannot provide support for personally-owned computing equipment or software beyond assistance in securely accessing the Saint Mary's network and IT resources. The level of access allowed will be determined by the academic and/or business requirements of the individual's role at the College.

3.4.2.3 Installation of College-owned software

In all cases where licensing agreements prohibit it, Saint Mary's cannot provide or install software licensed to the College on any non-Saint Mary's-owned computing equipment.

3.4.2.4 Network Addresses

Network addresses on the Saint Mary's network are assigned by network DHCP servers. All personal computing devices connected to the Saint Mary's networks must be configured to use DHCP to obtain their IP network address and configuration settings. Static addresses are not allowed. Any computing device found out of compliance with this provision will be disconnected.

3.4.2.5 Routers and Servers

No personal routers, servers or wireless access points are permitted to be attached to the Saint Mary's network. Any devices that provide such services will be immediately disconnected from the campus network upon discovery.

3.4.2.6 Traffic Limits

It may not be feasible to provide unlimited connectivity for systems and/or applications that are not strictly serving the College's missions. Because of this possibility, IT Services may limit network usage of personal systems or non-supported applications. This may be implemented through bandwidth caps, restriction or blocking of services, or by other means.

3.4.2.7 Security

Users are responsible for the security and integrity of their own systems. If a system has been "hacked" or otherwise compromised, IT Services may disconnect it to prevent it from interfering with the proper operation of the network. In such a case, the User is responsible for removing all malware, and the User must present evidence to IT Services that their equipment is clean before the system can be reconnected. Typical acceptable evidence would be a work order from an established repair facility attesting to the work performed by them to remove the malware, and final test results.

3.4.2.7.1 Virus Protection and Patches

All computers attached to the Saint Mary's network are required to have an effective commercial virus protection program installed, actively running and currently updated to include the most recent virus protection offered by the manufacturer. Additionally, User computers connected to Saint Mary's networks must have installed all operating system and application "patches" provided by the manufacturers to fix potential security risks in their software. Computing systems that use obsolete operating systems or applications that are no longer supported by the manufacturer cannot comply with the above requirement and should not be connected to the Saint Mary's network. Systems that are found to be out of compliance with this provision may be blocked or disconnected by IT Services.

3.4.2.7.2 Sensitive College Data

Legally protected and sensitive data as defined by the *Saint Mary's College of California Institutional Information Security Policy* may not be stored on personal computing devices not owned by the College. Additionally, Users must configure any mail client used on a personal computing device for viewing Saint Mary's email so that messages stay on the

server and are not permanently moved to the personal computing device (no POP clients allowed).

3.4.2.8 Abuse

Systems found to be running programs that disrupt network services or attack data equipment (including Denial of Service attacks) on or outside the campus network will be disconnected or blocked immediately by IT Services. Depending upon the circumstances of the incident, disciplinary action may be taken by the College.

3.4.2.8.1 Reconnaissance

Use of any type of "packet sniffing," port mapping or other similar reconnaissance programs or devices by Users is strictly prohibited. Users may run a packet sniffer in non-promiscuous mode (you may sniff your own machine's packets only)

3.4.3 POLICY FOR COLLEGE-PROVIDED MOBILE COMPUTING

(Note: The Policy governing the use of College-funded Mobile Telephone equipment is located on the Business Office pages on www.stmarys-ca.edu, under Accounts Payable, and is entitled *Cell Phone Policy, Procedures and Form*)

3.4.3.1 General

Mobile computing equipment belonging to Saint Mary's College of California (Saint Mary's), such as laptop or tablet computers, may be issued to Faculty and Staff Users as needed for the requirements of the official academic or administrative tasks they perform. The equipment shall remain in the possession of the User until the end of the term specified in the *Mobile Computing Equipment Lending Agreement*, which will be provided to the User when the equipment is delivered, and must be signed by the User before taking possession of the equipment. This equipment should be used primarily for College-related work. Excessive use for non-College related activities is not appropriate. Any personal or private communications, data or information that a User may store on Saint Mary's mobile computing equipment will be exposed to Saint Mary's during routine maintenance and repair (see 3.4.3.3 below). Additionally, Saint Mary's shall not be responsible for the loss or disclosure of any personal data, information or communications maintained by a User on Saint Mary's mobile computing equipment.

3.4.3.2 Software not provided by the College

Mobile computing equipment must be used in compliance with all applicable copyright laws. This means that only properly licensed software may be installed on College-owned equipment. The User will ensure that any software he/she installs on College-owned mobile computing equipment is covered by licenses owned by Saint Mary's, or has licenses that permit the installation and use of the software on College-owned equipment, or is open-sourced (free, without restriction). The User will also maintain records of the licenses and purchase information of any such software so that it can be produced, if required, during a copyright audit. In addition, due to resource limitations, IT Services cannot provide support for any non-College provided software that a User installs on College-owned Mobile computing equipment, other than for its removal.

3.4.3.2.1 Prohibited Software

There are certain classes of non-College provided software that Users are not allowed to install on any mobile computing equipment owned by Saint Mary's. However, if a specific institutional or business need that can only be fulfilled by the use of prohibited software can be documented by the User, an exception to this provision may be obtained after approval by the appropriate subcommittee of the Technology Planning and Policy Committee (TPPC).

Peer to Peer (P2P) File Sharing Software, such as BitTorrent, can be easily mis-configured, and can expose College assets and information to risk and illegal copying by others. P2P software may not be installed on College-owned computing equipment, unless an exception as outlined above is obtained prior to installation.

3.4.3.3 Maintenance and Repair

Saint Mary's reserves the right to recall the provided equipment for inventory, upgrades, repair, replacement, or for any other reason, and the User will return the equipment in a timely fashion when recalled. Efforts will be made to minimize the inconvenience of a recall to the User. College-owned equipment shall not be repaired or altered in any way except by IT Services personnel. The User shall notify the ITS Service Desk promptly when any repair is needed.

3.4.3.4 Protection of Sensitive and Legally Protected Data on Mobile Computing Equipment:

Legally protected and sensitive data may not be stored on a laptop hard drive or portable digital media in unencrypted form. Such data should normally be stored on College file servers, and Mobile equipment Users should download the data to their computing device only when needed, and then upload changes and remove the data from the mobile computing device when the work is finished. When compelled by circumstance to use portable media (thumb drive, SD card, etc.) to transport or temporarily store legally protected or sensitive data, Users should employ only encrypted portable media and carry or store it separately from the mobile device.

3.4.3.5 Damage and Loss

The User must report any damage or loss of the provided equipment to IT Services immediately. Stolen equipment must also be immediately reported to Public Safety and to the Police agency with jurisdiction over the location where the theft occurred.

3.4.3.5.1 Responsibility

Damage to College-owned equipment or loss caused by neglect or carelessness may cause all or a part of the repair or replacement costs to be charged to the User. Saint Mary's may consider a failure by the User to report loss or damage in a timely fashion as evidence of the User's responsibility for such loss or damage. Failure by the User to abide by this policy may result in the revocation of all borrowing privileges to mobile equipment owned by Saint Mary's.

3.4.3.5.2 Loss of Sensitive Information

Users must report the loss or theft of a laptop, tablet, portable digital media or any other device containing legally protected and sensitive information as defined by the *Saint Mary's College Institutional Information Security Policy*, or any other College Security Policy, immediately, to the Information Security Officer (ISO) and to their supervisor or department chair.

3.4.4 PASSWORD POLICY

3.4.4.1 General

The issuance of a User password or other means of authenticated access to College systems is intended to ensure the appropriate security of College data. It does not guarantee complete privacy for users' personal information or sanction improper use of College equipment, facilities or data, and is intended to prevent unauthorized third party access to any account information. User should be aware that passwords or other means of authenticated access does not prevent Saint Mary's from viewing account content

3.4.4.2 Password Minimum Requirements

In order to protect the security of the College's systems and data, all Users are required to use strong passwords- Strong passwords are those which are at least eight characters long (ten or more is recommended for better security), containing a mix of both alphanumeric and non-alphanumeric characters (e.g. #, %, ^, &, etc.). Obvious or predictable words that can be guessed, like the names of people, places or commonly used words, or information that can be easily found out, like the name of a pet, or an address or birthday, should be avoided.

3.4.4.2.1 Password Maintenance

Password change is currently required of all Faculty and Staff Users, and for all organizational (fictitious) accounts, once every year for all systems. Students are encouraged to do the same, but are not required to. Any password used for access to Saint Mary's IT resources should be unique and not used for access to any other site or application.

3.4.4.3 Security

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

3.4.4.3.1 Exceptions

Passwords may be revealed under certain circumstances to:

- Law-enforcement agencies and courts requesting information under court orders and rules of evidence that require disclosure.
- Supervisors (Employees only)

3.4.4.4 Enforcement

This password policy may be enforced by automated systems that will not accept weak passwords or allow users to log in without changing their passwords if they have not done so within the stated time intervals.

3.4.5 WEB AND BLOG USE POLICY

3.4.5.1 General

Web pages and blogs, authored by the students, faculty and staff of Saint Mary's College of California (Saint Mary's), are a primary means of communication within the larger College community, and with the public. They are critical in presenting the mission and culture of Saint Mary's College to the outside world, and are also used internally for teaching and learning, and for business processes. The use of web pages and blogs that are a part of, or use, Saint Mary's IT resources must comply with the following policy.

3.4.5.2 Saint Mary's Official Web Pages

The official Saint Mary's web pages are official publications of the College. Official pages include content related to academic programs, administrative and student support offices, programs and services, official College programs and intercollegiate athletic teams and activities.

3.4.5.2.1 Official Content

Original text, photographs and graphics appearing on the official pages of Saint Mary's web site are copyrighted by Saint Mary's and may not be reproduced or altered without written permission from Saint Mary's. Content posted to the official pages of Saint Mary's website

that are not original content must bear the copyright, or other form of acknowledgement to the copyright holder, unless such content is already a part of the public domain.

3.4.5.2.2 Responsibility

The Office of College Communications provides the overall management of the official College web pages. They are responsible for operational practices and policies, and for ensuring the presentation of a consistent image within the College's publication standards. IT Services is responsible for maintenance and administration of the web servers, including contract arrangements for cloud provisioning of these services, if employed.

Each Department or Student Organization with web pages has the responsibility to maintain its own pages by at least one annual review. Each department and Student Organization is responsible for the editorial content of these pages. IT Services provides support to Departments and Student Organizations in the maintenance of their web pages.

3.4.5.2.3 Domain Names

All domain names used in support of official College departments, programs or activities must be registered by the College, with the College as the official owner of the name, and with IT Services as the Administrative Contact. Such domain names should also be registered with the College's DNS servers as authoritative. No individual or group may seek to register a domain name that incorporates or otherwise mimics a name, nick-name or mark of Saint Mary's.

3.4.5.3 Personal Web Pages and Blogs

Personal web pages and blogs provide an individual with an opportunity to share personal interests and information to the Campus Community, and the world at large via the Internet. SMC Google Sites are provided for personal web space, and SMC Google Blogger is provided for personal blogs. Both are available to a User through their Saint Mary's G-Mail account

3.4.5.3.1 Conduct

Saint Mary's expects Users to maintain basic standards of decency, courtesy, civility, and maturity when creating or posting to personal pages and blogs using Saint Mary's IT resources. Any User not wishing to comply with this guideline has the option of using a personal Google account or finding an independent Internet service provider to host that User's personal web pages or blogs, at the User's own expense.

3.4.5.3.2 Content

Information posted or made available on a User's personal web or blog pages must be the original work of the User, and must not be the intellectual property or copyrighted work of other persons or entities, unless appropriate permission has been obtained by the User. Personal pages and blogs should not carry any Saint Mary's logo, the name, or any abbreviation of, Saint Mary's College of California in such a manner as to suggest that the page or blog is affiliated with Saint Mary's in any way. This does not apply to a factual statement regarding Saint Mary's being the User's place of employ or place of study.

Users must abide by Saint Mary's code of conduct when publishing content on a User's personal web or blog pages, including but not limited to, refraining from engaging in abuse, threats, intimidation, harassment, coercion, indecent or obscene conduct, or violations of law. Users shall refrain from publishing statements, images, photos or audio/video clips that have the observable effect of unreasonably interfering with a person's ability to work or to participate in the educational benefits at Saint Mary's. Users are prohibited from posting any content that includes intimate/sexual images, photos or videos without the consent of the person depicted in the image, photo or video. Persons who believe content

has been posted on any Saint Mary's site or blog that violates this policy may request removal by sending an email message with the details to itshelp@stmarys-ca.edu.

3.4.5.3.3 Disclaimer

Saint Mary's accepts no responsibility for the content of personal home pages or blogs. Saint Mary's College does not pre-approve, monitor, or exert editorial control over personal pages or blogs. Nonetheless, personal web sites and blogs must conform to all terms and conditions of this Policy.

THE PERSONAL WEB PAGES OR BLOGS OF SAINT MARY'S COLLEGE STUDENTS, STAFF AND FACULTY DO NOT IN ANY WAY CONSTITUTE OFFICIAL COLLEGE CONTENT. THE VIEWS AND OPINIONS EXPRESSED IN THE PERSONAL PAGES OR BLOGS ARE STRICTLY THOSE OF THE AUTHORS, AND COMMENTS ON THE CONTENTS OF THOSE PAGES OR BLOGS SHOULD BE DIRECTED TO THE PAGE OR BLOG AUTHORS.

3.4.5.4 Violations

See Section 3.4.1.7

3.5 **ADMINISTRATIVE ASSISTANCE**

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

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

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

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

3.6 **STUDENT EMPLOYEES**

Departmental budgets may include institutional funds to pay all of the salaries and/or Federal College Work-Study matching portion of the salaries for readers, assistants, tutors or other student employees. Details and regulations concerning advertising for, and hiring and payment of, student employees may be obtained from the Career Development Center.

4. **ADMINISTRATIVE POLICIES, SERVICES and FACILITIES**

4.1 **ADMINISTRATIVE POLICIES**

4.1.1 ROOM RESERVATIONS

Reservation of campus facilities (with the exception of classrooms and athletic facilities) is done through the Events and Conferences department. There is a distinction between College-sponsored and College-hosted events.

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

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

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

4.1.2 PETS

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

4.2 ADMINISTRATIVE SERVICES

4.2.1 DUPLICATING SERVICE

The Saint Mary's Print Shop (Duplicating Center) provides printing, copying, collating, folding, stapling, hole punching, binding, and other related work. Envelopes, stationery, and carbon-less forms can also be done. The shop is open not only to the College personnel and students but to the general public as well. A copier which can reduce and collate is available for general public use.

4.2.2 OUTGOING U.S. MAIL SERVICE

Daily pickups from campus offices are made twice a day starting at 9:00 AM and again at 12:00 PM. Any other outgoing mail must be delivered to the SMC Post Office located in the Post Office building no later than 4:00 PM to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions, which are available upon request. Each office is responsible for separating mail by category (local, foreign, etc.). All envelopes to be sealed should have flaps up to be run through the postage machine. Like-sized pieces should be bundled. Mail room personnel should be alerted for an early pick-up and processing of more than 100 pieces by any single department. For further information, contact the SMC Post Office at (925) 631-4882.

4.2.2.1 Campus Mailboxes (Faculty and Administration)

The SMC Post Office is located in the Post Office building. Mailboxes for faculty and staff are centralized here and can be accessed 24 hours a day. Any material which needs to be distributed to the mailboxes can be left in the SMC Post Office. The mailboxes assigned to

faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service counter. Keys must be returned to the SMC Post Office if the individual ceases to be employed at the College. For further information, contact the SMC Post Office at (925) 631-4882.

4.2.3 PAYROLL OFFICE

The Saint Mary's College Payroll office is located on the first floor of Filippi Hall. Any payment for services rendered either by a student, faculty member or administrative staff is paid through this department. Payday is on the 15th and the last day of the month. All timesheet reporting is due in this office by the 5th and/or the 20th of each month. All paychecks and all other incidental payments are mailed the day before payday via the U.S. Postal Service. Direct deposit is available and is the College's preferred method for payroll. On payday, those electing direct deposit will receive an email notice that their most current payroll information is available in GaelXpress.

4.2.4 TELEPHONE CALLS

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

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Code 925. (Dial 9 plus number.)

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

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

4.2.5 MAINTENANCE AND JANITORIAL SERVICE

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

4.2.6 LOST AND FOUND

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

4.2.7 INFORMATIONAL SERVICES

4.2.7.1 [Master Events Calendar](#)

The *Master Events Calendar*, available on the College Web site can be used as a guide for scheduling events and speakers in such a way as to keep events from competing for audiences and parking spaces, and to help maintain a manageable traffic flow. Information to be included on this listing should be submitted via the “Internal Facility Reservation Form” at least two weeks in advance. No events should be planned or booked prior to receiving written confirmation from the Events and Conferences department.

4.3 ADMINISTRATIVE FACILITIES

4.3.1 MISSION AND MINISTRY CENTER

The Mission and Ministry Center gives expression to and fosters the Catholic Lasallian heritage and mission at Saint Mary’s College. The professional staff and student leaders provide leadership for and support to the College’s articulation of the Catholic and Lasallian identity in the context of a liberal arts education and given expression in the five Lasallian Core Principles: Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Inclusive Community, and Respect for All Persons. The six Core Areas of the Mission and Ministry Center include Faith Formation, Lasallian Mission, Liturgy and Prayer, Justice and Education, Residential Ministry, and Retreats and Vocation. The Mission and Ministry Center is located next to the Chapel along the Arcade. Call (925) 631-4366.

4.3.2 HEALTH AND WELLNESS CENTER

The Health and Wellness Center is located on the ground floor of Augustine Hall. The staff is not authorized to treat faculty or staff, except to administer care in the event of an emergency until further medical care can be arranged. Information pertaining to health and wellness is displayed in the form of brochures and is available to those interested. The staff is also available to assist with referrals to off-campus medical support entities if needed.

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

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

4.3.3 COUNSELING CENTER

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

5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

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

6. COMMUNICATIONS POLICIES OF INTEREST TO THE FACULTY

6.1 COLLEGE COMMUNICATIONS

6.1.1 OFFICE OF COLLEGE COMMUNICATIONS

The Office of College Communications has the responsibility for coordinating the overall marketing, community relations, media relations and public relations efforts for the College. The Director of College Communications oversees Creative Services, Community and Government Relations, as well as Media Relations. The Director of Media Relations cooperates with the Sports Information Director and other offices on campus, which have authorization to disseminate information to the media.

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

Media Relations must be informed of all speakers, visiting scholars, cultural events, and symposia planned for the campus. Inquiries on such events come to the department from the media and the public, whether or not publicity has been sent out, and the department must be kept up to date. Faculty and staff are urged to notify the Director of Media Relations of any and all events taking place on campus that they feel may warrant media exposure.

Since the College Communications office is responsible for media relations at Saint Mary's College, it is critical when outside news media are scheduled to visit the campus that the office be informed of their presence. Media Relations should be provided with the reporter's and/or photographer's name, the organization they represent and the purpose of their visit. This will enable Media Relations to represent the College in the best way possible, while also assisting the reporter and the interviewee with their media needs. Such information enables them to answer questions that may be directed to them.

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

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

6.1.2 POLICY ON ADVERTISING AND PUBLICATIONS

Paid display advertising to be inserted with off-campus media can be processed through the College Communications office. Headlines, copy and graphics for advertising from all departments must reflect the College as an institution of significant academic standards: e.g., the quality of work and the amount of time required for degrees and certificates are consistent with traditional College standards and those of the WASC Senior College and

university Commission. The College's name should always appear in the first reference as Saint Mary's College of California. This applies to both paid advertising and news releases. All publications and paid advertising of Saint Mary's College must seek to embody the institution's inherent merits, e.g., its Catholic background, Lasallian tradition, and the tradition of the Christian Brothers, the liberal arts tradition, the College's academic reputation and location in the Bay Area, etc.

6.2 SPEAKERS BUREAU

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

6.3 POSTERS

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

6.4 USE OF INSTITUTIONAL NAME, LETTERHEAD, ETC.

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

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

FACULTY HANDBOOK INDEX 2019-20

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Indicates revisions made for the 2018-19 edition
@ Indicates revisions made for the 2017-2018 edition
& Indicates revisions made for the. 2016-1017 edition

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1.4.2.3.1 Director of Faculty Development

The Director of Faculty Development is ~~appointed~~ a **three-year appointment** by the ~~Vice Provost for Academic Affairs~~ 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 Teaching, Learning 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 Teaching, Learning and Scholarship (1.7.4.10), ~~and the Faculty Development Fund Committee (1.7.3.9).~~

1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

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

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

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 Provost for Academic Affairs, the Deans of the Schools and the Dean of the Core. **The actual appointments of the Vice Provost and Deans are made by the Provost, in consultation with the President.**

1.6.1.2.3 Faculty Officers

1. Academic Senate Chair

The Chair 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 chairperson assumes office after serving one year as vice chairperson. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

The chairperson 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 chairperson works with the faculty governance coordinator to ensure a careful record of proceedings and their posting.

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

2. Academic Senate Vice Chair

The Vice Chair is 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 chairperson is a voting member of the Academic Senate on all matters and substitutes for the chairperson should the chair become ill or need to be absent.**

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

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, she/he:

2. Attends all Executive Meetings of the Academic Senate. Prepares agenda (coordinated ~~set~~ by the Senators present at the executive meeting), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;

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, he/she 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 ~~a second~~ **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 Provost for **Academic**

Affairs ~~Undergraduate Academics, the Vice Provost for Graduate and Professional Studies,~~
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:

- 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 Affairs **and the Registrar**;
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 ~~committees~~ **task forces** do not overlap those of other existing committees.

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.

1.7.3.4 Rank and Tenure Committee

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 coordinating with the Committee on Committees to ensure that the Rank and Tenure elections conclude before the nominating ballots go out for other annual faculty committee elections~~ **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:

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 ~~administrative~~ **staff** researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and comply with federal regulations.

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

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 ~~his~~ **the President's** designee and the College's General Counsel. The committee reports to the Provost or the Provost's designee.
2. **In consultation with the IRB signatory, the** ~~The~~ provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the

effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.

3. The review of all proposals for human research submitted to the Committee by faculty, student or ~~administrative staff~~ researchers to assure concordance with aforementioned guidelines. ~~The guidelines specify which research is included and which is exempt from the Committee's consideration. These guidelines are available on the College website.~~

The Committee receives proposals from:

- a. All faculty and ~~administrative~~ staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
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. ~~[renumbered]~~ 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.
6. ~~The committee will consult with the College's General Counsel as needed.~~

Membership:

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

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

~~All faculty members of the Committee are appointed by the Chair of the Committee on Committees for three-year terms, which must be staggered.~~

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

The Human Research Institutional Review Board elects its chairperson **and vice-chairperson for a renewable one-year term annually** from among its membership of faculty members with tenure to the College.

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

1.7.3.9 Faculty Development Fund Committee

Membership:

- Director of Faculty Development (chairperson)

- Four tenure-track faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, appointed by the ~~Chair of the Committee on Committees~~ **Deans of the Schools**.

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications. ~~Faculty should apply as early as possible and prior to the date of the planned activity. More detailed information, guidelines, and applications are available in the Academic Affairs office the Faculty Development webpage (under Academics/Faculty).~~

1.7.4.10 Committee on Teaching, **Learning** and Scholarship

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

Membership:

- Director of Faculty Development, chairperson
- Four tenure-track faculty members, one elected from each School (two-year, staggered terms)
- Three tenure-track faculty members (one-year, renewable terms) appointed by the **Director of Faculty Development in consultation with the** chairperson of the Committee on Committees
- **Representative from the EdTech Center (*ex-officio*)**

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

1.7.4.16 Committee on Educational Technology

Membership: **The Committee consists of 10 voting members:**

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

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

2.1.2.1.1 Postdoctoral Fellow

This is a short-term postdoctoral fellowship, and an opportunity for recent Ph.D. recipients in the humanities to develop as scholars and teachers by teaching at Saint Mary's for a defined term of two years (with the possibility of extension to a third).

Fellows teach five courses per year, with one course rebalance for scholarship, and some minimal service requirements, including service on one departmental committee, and are expected to participate in the program, which includes regular meetings with other fellows and faculty to participate in both the academic work of the college, as well as its intellectual life.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

5. The chair or program director is responsible for coordinating department/ program interim reviews of probationary candidates whose primary responsibilities lie in that department or program. If the chair or program director is not tenured, then a tenured member of the department or program shall be selected by the Dean of the School, after consultation with the tenured members of the department or program, to carry out interim reviews. If no tenured faculty exist, then the Dean, after consultation with at least the tenured members of the department or program, shall select a tenured member of the School to carry out the interim reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. The chair or director is charged with coordinating a department or program review of the candidate's performance in each criterion area (teaching, scholarship, service). A review shall include class visitations, formal consultation with other members of the department or program, including all tenure-track members, a thoughtful assessment of the candidate's scholarly plans and achievements and his/her service to the College, and a department or program recommendation on reappointment or termination. In addition, a department chair or director of a program is responsible for coordinating those interim review procedures dealing with teaching effectiveness, the needs of the College and the department, the quality of the curriculum, and the ability to work well with colleagues at the departmental level for all faculty who have taught more than one course in the department during each of the last three years (see section 1.4.2.4.13 ~~Departmental Organization~~ **Rank and Tenure Review**).

2.6.2.2.3 Promotion and Tenure Reviews

3. The chair or program director is responsible for coordinating departmental/program promotion and tenure reviews of candidates whose primary responsibilities lie in that department or program (see sections 1.4.2.4.13 ~~Dean of the School~~ **Rank and Tenure Review**). If the chairperson or program director is not tenured, then a tenured member of the department shall be selected by the Dean of the School, after consultation with at least the tenured members of the department or program, shall select a tenured member of the School to carry out the reviews. In either case the faculty member assuming these duties will receive appropriate compensation or reassigned time. In addition, a department chairperson or director of a program is responsible for coordinating the review of all other faculty who have taught in the department or program during the last four years and who are being considered (see section 1.4.2.4.13 ~~Dean of the School~~ **Rank and Tenure Review**).