

Saint Joseph's College

Faculty Handbook

2021-2022

Table of Contents

Part I College Governance	1
History	2
Mission	3
Core Values	4
Charter	6
Restated Articles of Incorporation	8
Amended Bylaws	16
Article I – Board of Trustees	16
Article II – Governance of the College	22
Article III – Amendments	25
Board Committee Descriptions	28
Part II The Faculty	29
Preface	30
Chapter 1 - The Ordinary Faculty	31
Chapter 2 – Promotion in Rank of Ordinary Faculty	34
Chapter 3 – Tenure	41
Chapter 4 – Contractual Status of ordinary Faculty	49
Chapter 5 – Professional Responsibilities of Ordinary Faculty	55
Chapter 6 – Professional Rights of Ordinary Faculty	59
Chapter 7 – Termination of Faculty Appointment	65
Chapter 8 – The Non Ordinary Faculty	72
Chapter 9 – Fringe Benefits for Ordinary Faculty	73
Chapter 10 – The Faculty Senate	76
Chapter 11 – Provision for the Faculty Handbook Revision	87

Table of Contents (continued)

Part III Academic Policies and Procedures of Information to the Faculty	89
Classroom Policies and Procedures	90
Procedures for Hiring New Faculty (FT or PT)	95
Library Services	96
Media Relations Policy	99

PART ONE

COLLEGE GOVERNANCE

History

Saint Joseph's College is a private, Catholic liberal arts college that welcomes women and men of all faiths and ages. Located on a 430-acre campus on the shores of Sebago Lake, the College stands on what was once a large estate owned by the Verrill family of Portland. In addition to its traditional campus, Saint Joseph's operates an extensive online program.

The College was founded in 1912 and chartered by the Maine Legislature in 1915. It is Maine's only Catholic college and is sponsored by the Institute of the Sisters of Mercy of the Americas. Founded by Mary Catherine McAuley in Dublin, Ireland in 1831, the Sisters of Mercy currently sponsor 17 institutions of higher education in the United States. Saint Joseph's has an 18-36 member Board of Trustees, at least four of whom must be Sisters of Mercy.

From 1915 to 1956, the College was located on the grounds of the Sisters of Mercy Motherhouse in the Deering district of Portland. In 1949, the name of the College was changed from Saint Joseph's College to The College of Our Lady of Mercy, but with the relocation to Standish in 1956, the original name was resumed. In 1970, Saint Joseph's College became a coeducational institution. The College began offering distance education programs in 1976.

Mission

Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

In fulfillment of this mission, Saint Joseph's College will:

- Foster a strong academic community dedicated to the pursuit of truth through serious study, integration of knowledge, and an ongoing dialogue between faith and reason;
- Encourage all students to explore widely the arts and sciences while they also prepare to live ethical and meaningful lives;
- Provide a strong foundation for graduate study, professional service, and career advancement;
- Offers as an extension of its mission to multiple areas of the world, both degree and non-degree programs through distance education;
- Enhance students' awareness of human dignity and the meaning of life;
- Advocate for justice and peace in recognition of each person's responsibility for the welfare of both humankind and the environment.

Core Values

The values of the College, rooted in the teachings of Jesus Christ and in the heritage of the Sisters of Mercy, are the foundation of the College's educational mission. Taken to heart, these values exist at our very core; they are made visible in our daily interactions.

Through a process of discernment based on dialogue and reflection, the College has designated the following as its core values:

Faith

Rooted in the teachings of Jesus Christ and the Catholic Church, nevertheless, we respect diverse religious traditions and honor each individual's religious beliefs. Through the curriculum, sacramental opportunities and co-curricular activities, we invite all members of the College community to develop their faith as an essential dimension of their lives.

Excellence

As a Catholic liberal arts college, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

Integrity

Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff and administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.

Community

Informed by the spirit of the Sisters of Mercy, we demonstrate our spirit of connectedness with one another through our expressions of hospitality, courtesy, inclusive relationships, shared values and collaboration. We extend this value of community by reaching out to neighbors and to members of the broader civic and ecclesial communities.

Respect

Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

Compassion

Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.

Justice

Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.

Charter

Chapter 39 - An Act to Incorporate the Trustees of Saint Joseph's College.

Be it enacted by the people of the State of Maine, as follows:

Section 1. Incorporation. Daniel J. Feeney, George P. Johnson, Peter J. Flanagan, Mary Evangelista Ward, Mary Carmel McLellan, Margaret Josephine Roche, Frances Ellen Holmes, Alma Josephine Therriault, their associates and successors, are hereby constituted a body politic and corporate by the name of the Trustees of Saint Joseph's College.

Section 2. Institution of higher learning; degrees. Said corporation is empowered and authorized to establish, maintain and conduct at or near Standish in the County of Cumberland within this State, an institution of higher learning, to be known as Saint Joseph's College, and to provide in said Saint Joseph's College instruction in the languages and in the liberal and useful arts and sciences, including, but not limited to, courses in the humanities, mathematics, the natural and social sciences, philosophy, theology and the sacred sciences, as the Trustees of said corporation shall, from time to time, determine, with full power to grant and confer at and through said Saint Joseph's College collegiate honors and degrees, including the academic degrees of Bachelor of Arts and Bachelor of Science, and to grant the students in said college such certificates of proficiency and attainment in any special study as the faculty of said college may deem fit and proper.

Section 3. Corporate powers. Said corporation is hereby vested with all the rights, privileges and immunities incident to similar corporations, with power to sue and be sued, to plead and be impleaded, and to have perpetual succession; to make and establish bylaws and regulations for the management of its affairs and the proper government of said corporation and of those in any way connected therewith, as are not repugnant to the laws of the State of Maine; to make and use a common seal, and the same to alter at pleasure; to acquire and take by deed, gift, purchase, device, bequest or otherwise, real or personal property (tangible or intangible) in such amounts as may be required for the purposes of said college, and, for said purposes, to hold, convey or encumber the same, as

the interest of said college may require; to receive and accept any gift, donation, bequest or device to or for the benefit of said corporation, made in trust or otherwise, for any of the purposes of the college, and to apply and administer the same in conformity with the lawful conditions thereof.

Section 4. Organization. Either of the persons named in the first section of this Act may call a meeting of said Trustees by giving each of the other persons named at least 10 days' written notice of the time and place of said meeting. The said Trustees shall organize by the choice of a President of the Board, Treasurer, Secretary, Clerk and all other necessary officers by a majority ballot. Elections to fill vacancies caused by death or resignation shall be held by the then remaining Trustees.

Effective August 20, 1955.

**DOMESTIC
NONPROFIT CORPORATION**

STATE OF MAINE

**RESTATED
ARTICLES OF INCORPORATION**

File No. 19550065ND Pages 7
Fee Paid \$ 10
DCN 2203652220013 REST
-----FILED-----
12/30/2020


Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

Trustees of St. Joseph's College
(Name of Corporation as it appears on the records of the Secretary of State)

Pursuant to 13-B MRSA §805, the undersigned corporation adopts these Articles of Restatement:

FIRST: All restated statements required to be set forth in Articles of Incorporation (*MNPCA-6-1) are attached as Exhibit A. Statements as to the incorporator or incorporators and the initial directors may be omitted. This restatement was adopted on October 23, 2020.
(date)

("X" one box only)

- By the members at a meeting at which a quorum was present and the restatement received at least a majority of the votes which members were entitled to cast.
- (If the Articles require more than a majority vote.) By the members at a meeting at which the restatement received at least the percentage of votes required by the Articles of Incorporation.
- By the written consent of all members entitled to vote with respect thereto.
- (If no members, or none entitled to vote thereon.) By majority vote of the board of directors.

SECOND: The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent)

Commercial Registered Agent CRA Public Number: P10260
Eric J. Wycoff
(name of commercial registered agent)

Noncommercial Registered Agent

(name of noncommercial registered agent)

(physical location, not P.O. Box – street, city, state and zip code)

(mailing address if different from above)

THIRD: Pursuant to 5 MRSA §108.3, the new commercial registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

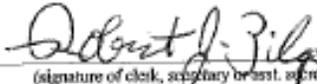
Dated December 16, 2020

**By 
(signature)

Robert J. Zilg, Secretary
type or print name and capacity

**By _____
(signature)

type or print name and capacity

<p>MUST BE COMPLETED FOR VOTE OF MEMBERS</p> <p>I certify that I have custody of the minutes showing the above action by the members.</p> <p><u></u> (signature of clerk, secretary or asst. secretary)</p>

*Form MNPCA-6-1 **MUST** accompany this filing.

This document **MUST be signed by any duly authorized officer. (13-B MRSA §104.1.B)

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

**Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: (207) 624-7752**

Email Inquiries: CEC.Corporations@Maine.gov

EXHIBIT A

Articles of Incorporation
pursuant to 13-B MRSA §403
to accompany the following:

(Check one box only.)

- Articles of Nonprofit Conversion (13-C MRSA §933)
- Statement of Conversion (31 MRSA §1645)
- Restated Articles of Incorporation (13-B MRSA §805)

FIRST: The name of the corporation:
Trustees of St. Joseph's College

SECOND: ("X" one box only. Attach additional page(s) if necessary.)

The corporation is organized as a public benefit corporation for the following purpose or purposes:
See Exhibit A attached hereto.

The corporation is organized as a mutual benefit corporation for all purposes permitted under 13-B MRSA, or, if not for all such purposes, then for the following purpose or purposes:

THIRD: The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent)

Commercial Registered Agent CRA Public Number: P10260
Eric J. Wycoff

(name of commercial registered agent)

Noncommercial Registered Agent

(name of noncommercial registered agent)

(physical location, not P.O. Box -- street, city, state and zip code)

(mailing address if different from above)

FOURTH: Pursuant to 5 MRSA §108.3, the new commercial registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

FIFTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if the number has been designated or if the initial directors have been chosen, is 20.

The minimum number of directors (not less than 3) shall be 3 and the maximum number of directors shall be see company's Bylaws.

SIXTH: Members: ("X" one box only.)

There shall be no members.

There shall be one or more classes of members and the information required by 13-B MRSA §402 is attached.

SEVENTH: (Optional) (Check if this article is to apply.)

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

EIGHTH: (Optional) (Check if this article is to apply.)

Other provisions of these articles including provisions for the regulation of the internal affairs of the corporation, distribution of assets on dissolution or final liquidation and the requirements of the Internal Revenue Code section 501(c) are set out in Exhibit A attached hereto and made a part hereof.

Submit completed form to:

**Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: (207) 624-7752**

Email Inquiries: CEC.Corporations@Maine.gov

Exhibit A

**AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF
TRUSTEES OF ST. JOSEPH'S COLLEGE**

ARTICLE IX

NAME

The name of this corporation is Trustees of St. Joseph's College.

ARTICLE X

PRINCIPAL PLACE OF BUSINESS

The principal place of business is Standish, Maine.

ARTICLE XI

SEAL

This Corporation shall have a Corporate Seal, upon which the name of the Corporation shall be inscribed.

ARTICLE XII

TERM

The term for which this Corporation is to exist shall be perpetual.

ARTICLE XIII

PURPOSES

The purposes for which the Corporation is organized are set forth in Chapter 39, Private and Special laws, 1955. The Corporation is organized as a public benefit corporation. The Corporation shall be organized and operated exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws (the "Code").

The Corporation shall not engage directly or indirectly in any activity which would prevent it from qualifying, and continuing to qualify, as a Corporation described in Section 501 (c)(3) of the Code.

The Corporation by its Board of Trustees acknowledges and accepts that to be affiliated with the Conference for Mercy Higher Education (“CMHE”), and sponsored by the Institute of the Sisters of Mercy of the Americas, a public juridic person of the Roman Catholic Church (“Sisters of Mercy of the Americas”), and to retain its status as such, the Corporation shall fulfill its purpose and conduct its affairs in the tradition of the Sisters of Mercy of the Americas, and shall at all times remain faithful to the Christian message as it comes through the Church and to the charism, heritage and mission of the Sisters of Mercy of the Americas, as further defined in the Covenant of Mercy Higher Education.

ARTICLE XIV

NONPROFIT CHARACTER

The Corporation will not be operated for the pecuniary gain or profit, incidental or otherwise, of any private individual. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its Trustees, Officers, CHME, the Sisters of Mercy of the Americas, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation; the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these Amended and Restated Articles of Incorporation (these “Articles of Incorporation”), the Corporation shall not conduct or carry on activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Code or (ii) by a corporation to which contributions are deductible under Section 170 (c)(2) of the Code.

ARTICLE XV

REVENUE

This Corporation shall be operated without profit, but the expense of furnishing such charitable, educational, religious, benevolent and scientific services, and other activities herein authorized, shall be borne and paid for by such Corporation out of funds received from students and other persons who receive and benefit from the services rendered, and other revenues as may be received by the Corporation by gift, grant, devise or bequest.

ARTICLE XVI

BOARD OF TRUSTEES

A. Subject to any applicable provisions of these Articles of Incorporation, the functions, business and governance of the Corporation shall be directed by the Board of Trustees whose number, manner of selection and term of office shall be provided by its Bylaws, as may be amended from time to time (the "Bylaws"). The minimum and maximum number of Trustees shall be as provided in the Bylaws. The Corporation shall have no members.

B. Notwithstanding anything to the contrary contained herein, and as a condition to the Corporation's affiliation with CMHE and sponsorship by the Sisters of Mercy of the Americas, in no event shall the Board of Trustees take any of the following actions without the prior written consent of the Board of Directors of CMHE or its successor or designee (in each case, however, only to the extent such consent is required under Canon Law):

(i) approve a sale or disposition of all or substantially all of the assets, a merger, consolidation, reorganization, dissolution or liquidation of the Corporation, or other fundamental transaction contemplated by Title 13-B, Section 1001 of the Maine Nonprofit Corporation Act (or any applicable successor provision); or

(ii) amend this subparagraph (B) of this Article XVI or Article XIII of these Articles of Incorporation with respect to the Corporation's Roman Catholic identity or the conditions provided herein relating to the affiliation of the Corporation with CMHE or its sponsorship by the Sisters of Mercy of the Americas.

ARTICLE XVII

OFFICERS

The officers of the Corporation shall be designated and selected in accordance with the provisions of the Bylaws.

ARTICLE XVIII

DISSOLUTION

Subject to any approvals described in these Articles of Incorporation or the Bylaws of the Corporation, upon the dissolution and final liquidation of the Corporation, all of its assets, after paying or making provision for payment of all its known debts, obligations and liabilities and returning, transferring or conveying assets held by the Corporation conditional upon their return transfer or conveyance upon dissolution of the Corporation, shall be distributed to one or more corporations, trusts, funds or organizations which at the time appear in *The Official Catholic Directory* published annually by P.J. Kenedy & Sons or any successor publication, or are controlled by any such corporation, trust, fund or organization that so appears, and are exempt

from federal income tax as organizations described in Section 501(c)(3) of the Code, subject to any approvals described in these Articles of Incorporation or the Bylaws of the Corporation. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction exclusively to one or more corporations, trusts, funds or other organizations as said court shall determine, which at the time are exempt from federal income tax as organizations described in Section 501(c)(3) of the Code and which are organized and operated exclusively for such purposes. No private individual shall share in the distribution of any Corporation's assets upon dissolution of the Corporation.

ARTICLE XIX

REGISTERED OFFICE AND REGISTERED AGENT

The street address of the registered office of this Corporation shall be Merrill's Wharf, 254 Commercial Street, Portland, ME 04101. The name of the registered agent of this Corporation located at the address of the registered office shall be Eric J. Wycoff.

ARTICLE XX

AMENDMENTS

Subject to subparagraph (B) of Article XVI of these Articles of Incorporation, these Articles of Incorporation may be amended by the Board of Trustees as set forth in the Maine Nonprofit Corporation Act.

AMENDED AND RESTATED BYLAWS OF TRUSTEES OF ST. JOSEPH'S COLLEGE

The name of the corporation is Trustees of St. Joseph's College (hereinafter the "College" or the "Corporation"). The College is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

As a Mercy college, sponsored by the Institute of the Sisters of Mercy of the Americas, a public juridic person of the Roman Catholic Church (hereinafter "Sisters of Mercy of the Americas"), and affiliated with the Conference for Mercy Higher Education (hereinafter "CMHE"), the College is faithful to the mission and charism of the Sisters of Mercy of the Americas, Gospel values, and the teaching of the Roman Catholic Church.

In this context, "sponsorship" describes the relationship between the canonical sponsor, the Sisters of Mercy of the Americas and its colleges and universities. "Affiliation" describes the relationship with CMHE, which oversees and administers the sponsorship relationship on behalf of the Sisters of Mercy of the Americas and whose mission is the preservation and development of the core Catholic identity and mission of Mercy higher education in accord with the spirit, mission and heritage of the Sisters of Mercy of the Americas.

The Corporation by its Board of Trustees (hereinafter the "Board of Trustees" or the "Board") acknowledges and accepts that to be affiliated with CMHE and sponsored by the Sisters of Mercy of the Americas and to retain its status as such, the Corporation shall fulfill its purpose and conduct its affairs in the tradition of the Sisters of Mercy of the Americas, and shall at all times remain faithful to the Christian message as it comes through the Church and to the charism, heritage and mission of the Sisters of Mercy of the Americas, as further defined in the Covenant of Mercy Higher Education.

These Amended and Restated Bylaws of the Trustees of St. Joseph's College (hereinafter these "Bylaws") outline the duties and responsibilities of the Board of Trustees.

ARTICLE I

BOARD OF TRUSTEES

Section 1. Membership

a. The Board of Trustees shall consist of not fewer than eighteen (18) and not more than thirty-six (36) members (such members, hereinafter each a "Trustee"). At least two (2) Trustees shall be

professed members of the Sisters of Mercy of the Americas.

b. The President of the College (hereinafter the “President”) shall be an ex officio member of the Board of Trustees with vote.

c. Upon the recommendation of the Strategic Directions Committee, each member of the Board of Trustees shall be appointed by the Board of Trustees to serve a term not exceeding three (3) years. A Trustee shall not be entitled to serve more than three (3) consecutive terms after which such member shall be ineligible for one (1) year to serve as a member of the Board of Trustees. Any time spent as an officer of the Board of Trustees shall not be counted as part of the nine (9) year limitation of service on the Board of Trustees. If first appointed as a member during the course of a year, the first partial year shall not be counted as part of the first three-year term. Each member of the Board of Trustees shall hold office until a successor shall have been appointed and qualified, or until such Trustee resigns, dies or is unable to serve for any reason whatsoever. Any Trustee may resign by delivering a written resignation to the President or the Chair. Vacancies shall be filled by the Board but vacancies need not be filled unless membership on the Board of Trustees does not meet the minimum required as set forth in Section 1.a of this Article I. A Trustee appointed to fill a vacancy shall serve for the remainder of the unexpired term but such time served shall not be counted as part of the nine (9) year limitation of service provided above. A “term” is that period of time beginning with the first regular meeting of the Board of Trustees of the first semester at Saint Joseph’s College and terminating after three (3) consecutive annual meetings of the Board of Trustees.

d. If a Trustee misses three (3) consecutive regular Board of Trustees meetings, the Chair of the Board (hereinafter, the “Chair”), after consultation with the Executive Committee, may recommend to the Board that such person’s membership be terminated.

e. Any member of the Board of Trustees, any officer of the Board of Trustees, or any Trustee Emeritus appointed pursuant to Section 1.f of this Article I below, may be removed at any time, with or without cause, by a majority vote of the Board of Trustees.

f. The Strategic Directions Committee may nominate and the Board of Trustees may appoint any person having given distinguished service as a Trustee of the College to be Trustee Emeritus with the privilege of attending meetings of the Board of Trustees but without the right to vote. Any Trustee Emeritus shall be in addition to the number of Trustees set forth in sub-section a. above.

g. Indemnification: Any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that such person is or was a Trustee or an officer of the College, or is or was serving on a committee of the Board of Trustees, shall be indemnified by the Corporation against expenses (not otherwise paid or reimbursed by insurance maintained by the Corporation), including reasonable attorneys’ fees, costs of defense, judgments and fines, provided that no indemnification shall be provided for any person who did not act in good faith in the reasonable belief that such person’s action was in the best interest of the Corporation. The determination as to whether a person acted in good faith shall be made by the Board of Trustees by a majority vote of a quorum consisting of Trustees who are not party to such action, suit or proceeding or if such quorum is not obtainable, or even if obtainable, if a majority of a quorum of disinterested Trustees so directs, or by independent legal counsel in a written

opinion.

Section 2. Powers

a. The Board of Trustees of the College has fiduciary responsibility for oversight of the operations and assets of the College, and the functions, business and governance of the Corporation shall be directed by the Board of Trustees. The Board shall exercise its stewardship in a fiscally responsible manner to protect and preserve the assets of the College for present stability and future endeavors.

b. Notwithstanding anything to the contrary contained herein, and as a condition to the Corporation's affiliation with CMHE and sponsorship by the Sisters of Mercy of the Americas, in no event shall the Board of Trustees take any of the following actions without the prior written consent of the Board of Directors of CMHE or its successor or designee (in each case, however, only to the extent such consent is required under Canon Law):

- (i) approve a sale or disposition of all or substantially all of the assets, a merger, consolidation, reorganization, dissolution or liquidation of the Corporation, or other fundamental transaction contemplated by Title 13-B, Section 1001 of the Maine Nonprofit Corporation Act (or any applicable successor provision); or
- (ii) amend this Article 1, Section 2.b of these Bylaws with respect to the Corporation's Roman Catholic identity or the conditions provided herein or in the Corporation's Amended and Restated Articles of Incorporation (as the same may from time to time be further amended or restated, hereinafter the "Articles of Incorporation") relating to the affiliation of the Corporation with CMHE or its sponsorship by the Sisters of Mercy of the Americas.

The President may confer with the Executive Director of CMHE (or its successor or designee), or any other person authorized by CMHE (or its successor or designee) to determine whether the prior written consent of the Board of Directors of CMHE (or its successor or designee) is required pursuant to this Article 1, Section 2.b of these Bylaws, and the Corporation shall be entitled to rely upon a certification by the Executive Director of CMHE or other authorized person with respect to such requirement.

c. The Board of Trustees shall oversee the operations of the College in keeping with the laws of the State of Maine, these Bylaws, and the Articles of Incorporation. The Board shall establish regulations to govern its own procedures and proceedings. Rules and regulations that in the Board's judgment may be necessary for the proper administration of the College shall be clearly delineated in handbooks and other documents.

d. The Board shall approve the institutional budget and the strategic plan of the College, approve faculty promotions and grants of tenure, and confer all degrees in course.

e. The Board shall appoint the President and shall conduct an annual review of the President's performance and compensation.

f. The Board shall approve, upon the President's recommendation, the appointments of the institutional vice-presidents of the College.

Section 3. Meetings of the Board of Trustees

a. **Frequency.** The Board of Trustees shall meet regularly at least three times each year upon a day and at an hour to be set by the Chair, in concurrence with the Board. The annual meeting of the Board of Trustees shall be the last meeting of the fiscal year.

b. **Notice.** Reasonably adequate written notice of all meetings shall be given, provided, however, that Trustees may, by writing, waive written notice of such meeting. Notices of special meetings shall state the purpose or purposes of the meeting. Special meetings may be called by the Chair or shall be called by the Chair or Secretary upon written request of any one-third (1/3) of the members of the Board. Attendance by any Trustee at any meeting shall constitute a waiver of notice of such meeting, except if such Trustee attends for the express purpose, stated at the commencement of the meeting, of objecting to the transaction of any business because the meeting has not been lawfully convened.

c. **Quorum.** A simple majority of the Board of Trustees shall constitute a quorum for the transaction of business, and the acts of a majority of the Board present at any meeting at which there is a quorum (including the adoption of any resolutions by such majority at any such meeting) shall be the acts of the Board, except as otherwise required by the Articles of Incorporation, these Bylaws, and the laws of the State of Maine. Voting by proxy is not permitted.

d. **Remote Participation.** Members of the Board or a committee of the Board may participate in a meeting of the Board or any committee of the Board by means of a conference telephone, live video or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by such means shall constitute presence in person at such meeting.

e. **Action by Trustees Without a Meeting.** Any action required or permitted to be taken at any meeting of the Board or of any committee thereof may be taken without a meeting, if a written consent to such action is signed by all members of the Board or of such committee, as the case may be, at any time before or after the intended effective date of such action, and such written consent is filed with the minutes of the proceedings of the Board or committee. For purposes of this Article I, Section 3.e of these Bylaws, both "written" and "signed" include communications that are transmitted and/or received by electronic means, including but not limited to by electronic mail. Such consents shall have, and may be stated by any officer of the Corporation to have, the same effect as a unanimous vote or resolution of the Board or such committee at a duly convened meeting hereof. Any such action taken by unanimous written consents may, but need not, be set forth in such consents in the form of resolutions or votes.

Section 4. Officers of the Board of Trustees

a. The officers of the Board of Trustees shall be the Chair, a Vice-Chair, and a Secretary. The officers of the Board of Trustees shall serve a term of one year with the option of additional terms.

b. The Board of Trustees shall elect its officers from its membership annually unless a vacancy

occurs, in which event such vacancy may be filled at any meeting of said Board.

c. The Chair shall preside at the meeting.

d. The Vice-Chair, or in such person's absence, the Secretary, shall act as Chair pro tem, and when so acting shall have the power and authority of that office.

e. The Secretary shall be responsible for the keeping and recording of adequate records of all transactions of the Board, other than financial. The Secretary also shall serve as Secretary of the Corporation and certify signatures of those who are authorized to sign financial documents.

Section 5. Committees of the Board of Trustees

a. Establishment and Organization. The Board may, by resolution, establish such standing or special committees as it deems appropriate to discharge its responsibilities. Each such committee shall have and may exercise, except as otherwise provided by law (including without limitation Section 709 of the Maine Nonprofit Corporation Act (or any successor provision)), such authority of the Board in the management of the Corporation's business and affairs as shall be provided in such resolution. The Chair and the President shall be ex officio members of all standing committees. The Chair shall appoint at least three (3) Trustees to each standing committee and the Chair shall name one such Trustee as the chair of such committee. In the committee chair's absence, the meeting shall be chaired by said person's designee, who must also be a Trustee. Additional committee members, including persons who are not members of the Board, may be appointed by the Chair. Each Board committee shall have a written statement of purpose and primary responsibilities as approved by the Board, and shall follow such rules of procedure or policy guidelines as the Board deems appropriate. Each standing committee shall meet at least three times annually and shall report regularly to the Board on its work, its progress in meeting its stated purposes, and any recommendations it may wish to present. Meetings of committees of the Board may be called by the respective chair thereof or by any two (2) members of the committee. Each Board committee shall keep regular minutes of its proceedings that are filed with the Secretary. Each Board committee shall have an officer of the College or other senior administrator, designated by the President, to support the work of the committee.

b. Standing Committees. Standing committees of the Board shall include (but are not limited to) the following: (1) Executive Committee, (2) Audit & Risk Management Committee, (3) College Environment Committee, (4) Finance Committee, (5) Mission & Legacy Committee, (6) Strategic Directions Committee, (7) Student Life & Learning Committee, and (8) Mission-Aligned Businesses/Sustainable Enterprises Committee.

c. Executive Committee: The Executive Committee shall consist of the Chair, Vice Chair, and Secretary of the Board, the President, and the chair of each other standing committee of the Board. In addition, in the event that a professed member of the Sisters of Mercy of America does not hold one of the above-mentioned positions, the Chair shall appoint one from among the Trustees to serve on the Executive Committee. The Executive Committee is hereby specifically authorized to perform the following functions (collectively, the "Specified Executive Committee Actions"): (1) serve as the Board's agent in helping the President to address business between regular Board meetings, (2) oversee the work

of the Board committees and the Board's responsibility to advise and support the President, (3) assist the Chair and the President with their joint responsibility to help the Board function effectively and efficiently by suggesting Board meeting agenda items and by periodically assessing the quality of Committee work, and (4) assess the President's performance and recommend his/her compensation and benefits package to the Board. Without limiting the generality of the foregoing, the Executive Committee shall have and may exercise all of the powers and authorities of the Board in the management of the business and affairs of the College when the Board is not in session, and shall undertake such other responsibilities and duties as may be assigned from time to time by the Board, except that the Executive Committee shall not have the power and authority to: (a) adopt, amend or repeal these Bylaws or the Articles of Incorporation of the College, adopt a plan of merger or consolidation, or take any other action proscribed by Section 709 of the Maine Nonprofit Corporation Act (or any successor provision), or (b) unless expressly delegated such authority by resolution of the Board: (i) remove a member of the Executive Committee, (ii) elect officers, (iii) appoint or terminate the President, (iv) create or fill any vacancy on the Board, (v) confer degrees, (vi) incur indebtedness for or on behalf of the Corporation, or (vii) sell or otherwise dispose of real estate and other tangible property. Any actions taken by the Executive Committee in connection with the Specified Executive Committee Actions or otherwise in connection with the administrative function of the Executive Committee (including the approval of committee minutes) shall be decided by vote of a majority of the committee members present, a quorum being established. All other actions taken by the Executive Committee under this paragraph (including when exercising the powers and authorities of the Board in the management of the business and affairs of the College when the Board is not in session) shall, unless otherwise directed by resolution of the Board with respect to such actions, require the unanimous consent of all members of the Executive Committee. All actions of the Executive Committee shall be reported to the Board at its next meeting succeeding such action. Minutes of Executive Committee meetings shall be distributed in a timely fashion to each member of the Board.

d. Committee Procedures. Unless otherwise authorized by the Chair, the following procedures shall apply to all committees of the Board, whether standing or special: (i) reasonable advance notice of meetings shall be provided to each committee member, unless waived in writing; (ii) a quorum sufficient for the transaction of business by any committee shall consist of a majority of its members, and committee members may participate in committee meetings by telephone consistent with these Bylaws; and (iii) except as specifically described in Section 5.c of this Article I with respect to the Executive Committee, all committee matters shall be decided by vote of a majority of the committee members present, a quorum being established.

ARTICLE II

GOVERNANCE OF THE COLLEGE

Section 1. General Provisions

The governance of the College shall be under the direction of the President assisted by the officers specified in these Bylaws. All members of the teaching and administrative staff shall be responsible to the President for the performance of their duties. Subject to law, and to the provisions of such rules and regulations as are promulgated by the President, each officer shall have, in addition to the duties and powers herein set forth, such duties and powers as are commonly incident to this office and such duties and powers as the Trustees may from time to time designate.

Except as the Trustees may generally or in particular cases authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted or endorsed by the College shall be signed by the President or by the Treasurer.

Section 2. President

a. The President shall be nominated by a search committee composed of members of the Board of Trustees, CMHE or its delegate, and other constituencies of the College and be appointed by the Board of Trustees.

b. The President shall be directly responsible to the Board of Trustees and may be dismissed by the Board of Trustees.

c. The President may authorize expenditures unanticipated within the current budget of the College in an amount which does not exceed a limit periodically established by the Board of Trustees.

d. The President may not on behalf of the College accept gifts which encumber the College with liability without prior approval from the Board of Trustees.

e. In the event of a vacancy in the office of President, the Board of Trustees shall appoint an interim President.

f. The President shall at all times have someone designated from the staff who will assume the responsibilities in the interim if the President is unable to fulfill the day to day duties of the position.

Section 3. Vice President & Chief Learning Officer

a. The Vice President & Chief Learning Officer (hereinafter the "VP-CLO") of the College shall be appointed by the President with the approval of the Board of Trustees and shall be directly

responsible to the President.

b. The VPCLO shall be responsible for ensuring the quality and intellectual integrity of the College's Learning Community through effective leadership and administration of its academic and learning resources and activities.

c. The VPCLO shall act as liaison to the Student Life & Learning Committee of the Board of Trustees.

Section 4. Vice President & Chief Sponsorship and Mission Integration Officer

a. The Vice President & Chief Sponsorship and Mission Integration Officer (hereinafter the "VPCSMO") of the College shall be appointed by the President with the approval of the Board of Trustees and shall be directly responsible to the President.

b. The VPCSMO shall be responsible for ensuring an education and orientation to the College's philosophy, mission, and core values, the understanding and integration of the mission and core values throughout all levels of the College, and the strength of the College's identity as the Catholic College of Maine sponsored by the Sisters of Mercy of the Americas.

c. The VPCSMO shall act as liaison to the Mission & Legacy Committee of the Board of Trustees.

Section 5. Vice President & Chief Financial Officer

a. The Vice President & Chief Financial Officer (hereinafter the "VPCFO") of the College shall be appointed by the President with approval of the Board of Trustees and shall be directly responsible to the President.

b. The VPCFO shall serve as Treasurer of the College.

c. The VPCFO shall be responsible for ensuring the College's fiscal integrity and operational efficiency through effective administration and direction of its financial resources and activities.

d. The VPCFO of the College shall be the liaison to the Audit & Risk Management, Finance, College Environment, and Mission-Aligned Businesses/Sustainable Enterprises Committees of the Board of Trustees.

Section 6. Vice President & Chief Advancement Officer

a. The Vice President & Chief Advancement Officer (hereinafter the "VPCAO") of the College shall be appointed by the President with the approval of the Board and shall be directly responsible to the

President.

b. The VPCAO shall be responsible for ensuring the quality and integrity of the College's advancement, development, communications and marketing resources and activities.

e. The VPCAO shall be the liaison to the Strategic Directions Committee of the Board of Trustees.

ARTICLE III

AMENDMENTS

Subject to Article 1, Section 2.b of these Bylaws, these Bylaws may be amended, altered, added to or replaced in whole or in part by Board of Trustees.

Saint Joseph's College - Board Committee Descriptions

Strategic Directions Committee

The Strategic Directions Committee shall assume responsibility for a range of activities related to the College's long-term sustainability, including strategic planning, Board governance, and development.

In relation to strategic planning, the Committee shall ensure that a comprehensive planning process is implemented for the College. It shall review and monitor the development and refinement of the strategic plan, including a strategic financial plan and master facility plan, in support of achieving the vision and long-term success of the College. It shall review and monitor on-going implementation of the College's strategic plan and how goals and objectives are being achieved, and recommend adjustments to the plan when appropriate. It shall review and monitor an annual environmental assessment developed by management, and discuss and provide advice related to the development of core strategies for the College. It shall review periodically a written "plan for planning," which describes how planning will occur within the College, the role of various decision groups, and how key stakeholders at various levels of the College will be engaged throughout the process, all in keeping with the mission statement and core values of the College.

In relation to Board governance, the Committee shall present nominations to the Board of Trustees for appointment by the Member. It shall prepare a slate of officers of the Board of Trustees: Chair, ViceChair, and Secretary. The Committee shall oversee the orientation for new Trustees and committee members, as well as oversee periodic reviews by the Board of its own performance. It may nominate Trustees Emeriti.

In relation to College development, the Committee shall develop and review institutional policies and guidelines which are necessary for fundraising and public relations programs which are necessary to enable the College to carry out its mission. It shall be responsible for ensuring the operation of a vigorous and appropriate fundraising program. It shall strive to promote full participation by the members of the Board of Trustees in its fundraising efforts.

Finance Committee

The Finance Committee shall receive and review annual operating and capital budgets prepared and presented under the direction of the President of the College and recommend approval of the budgets by the Board of Trustees. The Committee shall review major financial transactions not provided for in the budget and submit proposed variances with recommendations to the Board. The Committee shall monitor and report to the Board on the current operations of Saint Joseph's College. It shall monitor and report to the Board on the status of the bequests received by the College, the results of fundraising activities of the College and status of long term and other investments controlled and directed by the College. It shall review the ongoing revenue and expenses of the College and shall make recommendations concerning these in alignment with the College's Strategic Plan.

The Finance Committee periodically, but not less than annually, shall report to the Member on the financial status of the College.

Student Life & Learning Committee

The Student Life & Learning Committee shall study and appraise the quality of the College's educational program, both curricular and co-curricular and including special programs; measure the program relative to those of other comparable institutions in terms of teaching load, class size, student-faculty ratios, instructional expenditures, research programs, and other factors; formulate desirable short and longrange enrollment goals; and formulate appropriate administrative and educational policy.

The Committee shall also review matters affecting all aspects of student life at the College and shall represent students' interests in all policy decisions before the Board. It shall diligently review the quality of student life and recommend progressive and positive programs for the enrichment of student life. In keeping with the philosophy of the institution, the Committee shall review the standards of student conduct.

The Student Life & Learning Committee shall periodically advise the Finance Committee of the specifications and requirements for financing the academic program; and make pertinent recommendations to the Board of Trustees, the Executive Committee, and other committees relative to the foregoing.

College Environment Committee

The College Environment Committee shall assume responsibility for those non-financial College resources that are essential to the College's success and sustainability: human, physical plant, and technology.

The Committee shall review and recommend salary, pension, and other personnel policies concerning all College employees excluding the President. It shall review the College's master technology plan and monitor its annual and strategic implementation. It shall ensure the adequacy and condition of capital assets; develop current physical planning policies for its assets; provide for new facilities and rehabilitation of older structures; and control plant debt and ensure adequate levels of funding for plant maintenance as provided in the College operating budget. It shall make recommendations to the Board of Trustees, Finance Committee and Administration.

Audit & Risk Management Committee

The Audit & Risk Management Committee shall assume responsibility for a range of quality assurance activities at the College. These activities include the annual financial audit and the preparation of the annual 990 Form. It shall review and appraise the system of financial control, recommending any suitable changes to the Board or to the Administration. In addition, the Committee shall assume responsibility for reviewing and making recommendations concerning the College's risk management system, and institutional effectiveness assessment system.

Mission & Legacy Committee

The Mission & Legacy Committee shall ensure the ongoing integration of the Catholic identity and founding mission of the College as established by the Sisters of Mercy. It will provide ongoing education and development for the Board in the areas of sponsorship, Catholic heritage, and national trends affecting Catholic higher education. The Committee will provide guidance on mission and sponsorship implications regarding the College Strategic Plan and on key decisions under the consideration of the Board of Trustees.

Mission-Aligned Business/Sustainable Enterprises Committee

The Mission-Aligned Business/Sustainable Enterprises Committee shall provide on-going oversight of all Mission-Aligned Business/Sustainable Enterprises activities, including operations, capital, and development. The Committee shall periodically make pertinent recommendations to the Board of Trustees, the Executive Committee, and other committees relative to the foregoing.

Executive Committee

The Executive Committee shall consist of the Chair of the Board of Trustees, the Vice Chair of the Board, the Secretary of the Board, the Chair of each standing committee of the Board or said person's designee, and the President of the College. In the event that a member of the Institute of the Sisters of Mercy of the Americas does not hold one of the above-mentioned positions, the Chair of the Board shall appoint one to serve on the Executive Committee. The Chair of the Board shall be Chair of the Executive Committee and shall call all meetings. Four members of this Executive Committee shall constitute a quorum. The Executive Committee will function as the Compensation Committee for the purpose of presidential performance reviews as needed.

Subject to the limitations set forth in the College's Bylaws, the Executive Committee shall have the full power and authority to act on behalf of the Board in the intervals between meetings of the Board on all matters delegated to the Executive Committee by the Board.

PART II

THE FACULTY

[Approved by the Board of Overseers

May 12, 2000;

Effective September 1, 2000;

Amended May 11, 2001;

Amended May 10, 2002;

Amended May 9, 2003;

Amended October 20, 2006;

Amended September 15, 2011;

Amended May 17, 2013;

Amended September 18, 2015;

Amended May 6, 2016;

Amended May 5, 2017;

Amended March 1, 2018;

Amended May 3, 2019;

Amended May 1, 2020;

Amended December 30, 2020;

Amended Jun 25, 2021]

Preface: Act of the Board of Overseers¹

“Following the recommendation of the Faculty Senate (April 3, 2000) and of the President of the College, the Board of Overseers approves and adopts this *Faculty Handbook*, effective September 1, 2000, subject to the following express limitation: that, in recognition of its ongoing legal responsibility for the governance of Saint Joseph’s College, the Board of Overseers reserves to itself the residual authority to alter or amend, at its own initiative or otherwise, the provisions of the Faculty Handbook.

However, any such alterations or amendments by the Board of Overseers shall be prospective only, and it is anticipated by the Board that any such unilateral action by the Board would occur after meaningful opportunities for comment and discussion by all concerned College constituencies.

The stipulations of this *Faculty Handbook* adopted on May 12, 2000, regarding the rank, tenure, or tenure track status, or regarding the criteria for promotion in rank and the awarding of tenure, of faculty hired prior to September 1, 2000, shall not supersede the stipulations of the *Faculty Handbook* of 1986 regarding the tenure, tenure-track, or rank status, or regarding the criteria for promotion in rank and the awarding of tenure, of those faculty hired prior to September 1, 2000, unless the faculty member so chooses; this provision does not apply to faculty hired prior to September 1, 2000, in regard to the memorandum of understanding that they signed stating that they would achieve promotion to the rank of associate professor at or before the awarding of tenure.”

¹ From 2004, the title of the “Board of Overseers” was changed to “Board of Trustees.”

Chapter 1 - The Ordinary Faculty

Definition of Faculty, Faculty Rank and Faculty Titles

The faculty comprises all persons having appointment for the instruction of students. The faculty members of Saint Joseph's College are either (1) ordinary i.e., full-time tenured/tenure-track faculty, on a nine or twelve-month contract or (2) all other non-ordinary faculty. The President, the Vice President and Chief Learning Officer, and the appropriate deans(s) have faculty status ex officio.

Ordinary Faculty

Ordinary faculty members are full-time faculty members who are tenured or tenure-track. Ordinary faculty members are appointed at the time of hire to one of the three regular academic ranks: Assistant Professor, Associate Professor, or Professor. The terminal degree for ordinary faculty is to be determined at the time of hire, upon recommendation to the President by the Vice President and Chief Learning Officer, after consultation with the department involved, and the appropriate dean(s).

Criteria for Appointment to the Ranks of the Ordinary Faculty

Instructor

- a. Possession of a master's degree from an institution of recognized standing or experience and professional recognition in an appropriate discipline.
- b. Potential to obtain either an appropriate doctoral or appropriate terminal degree.
- c. Service at the rank of Instructor may not exceed seven years. A faculty member may not be tenured at the rank of Instructor.

Assistant Professor

- a. Possession of a doctorate or appropriate terminal degree from an institution of recognized standing and in the appropriate discipline.
- b. Expectation of competence in instruction and scholarship in relevant discipline(s)..
- c. Expectation of professional activity and service to the College.

- d. Service at the rank of Assistant Professor ordinarily may not exceed seven years. A faculty member may ordinarily not be tenured at the rank of Assistant Professor.

Associate Professor

- a. Possession of a doctorate or appropriate terminal degree from an institution of recognized standing and in the appropriate discipline.
- b. A minimum of four years of full-time teaching at the rank of Assistant Professor.
- c. Demonstrated competence in instruction and evidence of scholarship in relevant discipline(s), as documented in chapter 2 pp.6-7.
- d. Expectation of sustained professional activity and service to the College.

Professor

- a. Possession of a doctorate or appropriate terminal degree from an institution of recognized standing and in the appropriate discipline.
- b. A minimum of five years of full-time teaching at the rank of Associate Professor.
- c. Evidence of excellence in instruction and sustained scholarship in relevant discipline(s), as documented in chapter 2 pp. 6-7.
- d. Expectation of sustained professional activity and service to the College.
- e. Noteworthy publications or their equivalent in one's field.

Procedures for New Appointments to the Ordinary Faculty

Sole authority to hire and retain faculty members is vested in the President. This authority is exercised through the Vice President and Chief Learning Officer by procedures established to assure adequate consultation with the faculty and full compliance with human rights norms.

Ordinary faculty appointed at this institution to the Instructor rank may seek appointment as an Assistant Professor upon attainment of a terminal degree and the satisfaction of other criteria of

the rank. After appointment to Assistant Professor, advancement to Associate Professor or Professor must come through the promotion process described in Chapter 2.

Newly hired faculty members for tenure track positions may be granted up to three years toward tenure. Persons who have been tenured at another institution or who have held equivalent status at institutions which do not grant tenure may be granted tenure, at the discretion of the President, upon recommendation of the Rank and Tenure Committee and after consultation with the relevant Department.

Initial rank shall be determined according to the *Faculty Handbook* except that a person from another institution may be awarded the corresponding rank based upon the recommendation of the Vice President and Chief Learning Officer to the President.

Chapter 2 - Promotion in Rank of Ordinary Faculty

Procedure for Promotion in Rank of Ordinary Faculty

Promotion in academic rank is a means by which the College encourages, recognizes, and rewards faculty members for excellence in the performance of their duties.

An individual faculty member ordinarily may not be advanced in rank until the minimum length of time in current rank has been completed (see Chapter 1). Sabbatical leave and leave with pay will count in the satisfaction of years in rank toward promotion. Leave without pay may or may not count toward promotion.

The initial responsibility of applying for advancement in rank and the burden of proof for the advancement rests with the individual faculty member. A faculty member who wishes to apply for promotion in rank must inform the appropriate dean in writing of this intention on or before September 15 of the academic year in which to be reviewed.

Eligible faculty members present their requests for promotion to the respective Department Chair who shall submit this request to the appropriate members of the department as follows:

All full-time faculty members of the candidate's department will be polled in order to obtain their evaluation of the candidate. It is the responsibility of all tenured faculty of the department to complete and submit the evaluation form unless they are serving in an administrative role in the evaluation process. Incomplete or unsigned forms will be disregarded. The Department Chair, in lieu of an evaluation form, should submit a letter addressing the candidate's fulfillment of the criteria for promotion in rank as specified in Chapter 2 of the *Faculty Handbook*. Each evaluation form and the chair's letter should be submitted directly to the appropriate dean by October 15. The contents of the evaluation forms are confidential and may not be seen by either the candidate being evaluated or by the Department Chair.

These evaluations and vote should be taken on or before October 15 of the academic year in which the promotion is requested. The Department Chair shall present the department's recommendation together with the vote in each case to the appropriate dean. When applicable the department Chair shall also present his/her own approval or disapproval of the recommendation and in those instances where he/she disapproves shall give those reasons in writing.

The appropriate dean shall present this information to the Rank and Tenure Committee. The Rank and Tenure Committee shall have received all information from the appropriate dean and the applicant by November 1 and will conclude its deliberation on or before December 18. The appropriate dean will submit his/her recommendation together with the recommendation of the

Rank and Tenure Committee to the Vice President and Chief Learning Officer by January 1st. The Vice President and Chief Learning Officer will submit his/her recommendation, along with the recommendation of the appropriate dean, and Rank and Tenure Committee to the President by February 1st. The President submits his/her recommendation to the Board of Trustees, which holds the authority for final decision, at its late winter (February/March) meeting. The Board reports its decision through the President to the candidate within one week of the March meeting of the Board of Trustees. Promotion takes effect at the beginning of the ensuing contract period.

The evaluations of the Rank and Tenure Committee will be based on evidence contained in the promotion review. This file shall contain a current curriculum vitae, evidence of teaching effectiveness (including student evaluations, both raw data and summaries), the individual program of professional development, letters of recommendation and other evidence that the candidate has met the various criteria necessary for the promotion being requested. It is the responsibility of the faculty member to make sure that his/her review file is complete for this formal evaluation. No material may be placed in the file without the faculty member's knowledge.

The Rank and Tenure Committee also has the right to consult experts, whether from within or outside the College, for information which might aid it in its evaluation.

At no time will the material in the review file be available to anyone other than the Rank and Tenure Committee, the Vice President and Chief Learning Officer and appropriate dean, the President, and the candidate.

The proceedings of the Rank and Tenure Committee are by their nature held in strictest confidence, and the members will refrain from discussing candidates outside of formal session.

Promotion Raises for Associate and Full Professor:

Promotion from Assistant Professor to Associate Professor results in a minimum raise applied to the individual's base salary in the subsequent contract year.

Promotion from Associate Professor to Full Professor results in a minimum raise applied to the individual's base salary in the subsequent contract year.

Criteria for Promotion in Rank of the Ordinary Faculty

Associate Professor

- a. Possession of a doctorate or appropriate terminal degree from an institution of recognized standing and in the appropriate discipline.
- b. A minimum of four years of full-time teaching at the rank of Assistant Professor. A minimum of two years must be completed at this institution.
- c. Demonstrated competence in instruction and evidence of scholarship in relevant discipline(s), as documented below.
- d. Evidence of sustained professional activity and service to the College.

Professor

- a. Possession of a doctorate or appropriate terminal degree from an institution of recognized standing and in the appropriate discipline.
- b. A minimum of five years of full-time teaching at the rank of Associate Professor. A minimum of three years must be completed at this institution.
- c. Evidence of excellence in instruction and sustained scholarship in relevant discipline(s), as documented below.
- d. Evidence of sustained professional activity and service to the College.
- e. Noteworthy publications or their equivalent in one's field.

Evaluation Criteria for Promotion in Rank

Effective or meritorious (1) teaching, (2) scholarship, and (3) professional activity and service to the College are the established criteria for promotion in rank.

Teaching. All faculty members are expected to demonstrate effectiveness in teaching at each rank. The ordinary, full-time ranked teaching experience required for each rank is described in Chapter 1.

Effectiveness in teaching requires:

1. Command of one's subject.
2. Skill in communicating with students.

3. Planning and executing substantive well-organized courses.
4. Challenging and broadening student interest in subject matter.
5. Employing effective teaching methods and strategies.
6. Demonstrating attributes of integrity, respect for others, open-mindedness, and objectivity in teaching.

Effectiveness in teaching is not gauged by only one metric. Candidates for promotion (and tenure) are encouraged to use a teaching portfolio to document teaching effectiveness. Portfolios contain self-, peer-, and student evaluations of teaching performance, and documentation of activities or techniques employed to assess and enhance or maintain teaching effectiveness. A portfolio may include (but is not limited to):

- a. A summary of teaching responsibilities.
- b. A statement of teaching philosophy and approach to teaching.
- c. Teaching objectives, strategies and methodologies.
- d. Student evaluations of teaching performance.
- e. Classroom observations by faculty peers or administrators.
- f. Review of teaching materials by colleagues within or outside the institution.
- g. Representative materials from courses taught.
- h. Teaching awards, or other forms of recognition.
- i. Evaluations by Chair.

Effectiveness in teaching should be evidenced by the following types of procedures or activities:

- a. Self-evaluation.
- b. Evaluations by Chair.

- c. Peer evaluations.
- d. Student evaluations.
- e. Review of course syllabi by peers inside or outside the College.

Scholarship. All faculty members are expected to demonstrate a level of scholarship appropriate to each discipline and to each rank.

Standards of scholarship include:

1. Discipline specific knowledge and expertise,
2. Documented impact upon the discipline,
3. Disseminated results,
4. And critical peer review or discipline specific equivalent.

Scholarly activity may include, but is not necessarily limited to, the following:

1. Sustained inquiry within one's discipline as demonstrated through published research.
2. Integration or synthesis of knowledge as demonstrated through interdisciplinary research, creation of textbooks and anthologies, critical analysis and interpretation of the work of fellow scholars.
3. Application of knowledge as demonstrated through community engaged scholarship, public programming, collaboration with other institutions and groups.
4. Transformation and extension of knowledge through teaching as demonstrated by curricular development.

Scholarship may be evidenced by the following types of procedures and activities:

- a. Documented, self-report of activities.
- b. Publication of books.
- c. Publications in professional journals.
- d. Evaluation or statements by professional peers.

- e. Presentation of artistic works, or publication of literary work, e.g. fiction, poetry, drama, creative non-fiction.
- f. Presentation of papers at professional meetings.
- g. Citation of research in other's works.
- h. Award of grants, prizes, or commendations.
- i. Demonstrated skill in methods of scholarship associated with one's discipline or teaching.

Professional Activity and Service to the College. All faculty members are expected to demonstrate a level of professional activity and service to the College appropriate to each discipline and to each rank.

Professional activity may include, but is not necessarily limited to the following:

1. Appointment to a state, national, or international position related to one's discipline.
2. Participation in professional organizations (e.g. attendance at annual meetings).
3. Leadership position in a professional organization.
4. Presentation of papers to learned and professional societies.
5. Service in the individual's profession as a consultant or resource person.
6. Reviews of creative or scholarly work.

Demonstration of professional activity may be evidenced by, but not necessarily be limited to, the following:

- a. Documented self-reports.
- b. Evaluation or statements of professional peers.
- c. Published citations or acknowledgments of contributions.

Service to the College may include, but is not necessarily limited to the following:

1. Service on departmental programs and College committees.

2. Attendance at College Senate, departmental, and program meetings.
3. Participation in curriculum development.
4. Chair of a department/program, Faculty Senate or College committee.
5. Director of a program.
6. Officer of the Faculty Senate.
7. Acting as representative of the College to the larger regional, national or international community.

Demonstration of service to the College may be evidenced by but not necessarily limited to:

- a. Self-report of activities.
- b. Department Chair evaluation.
- c. Testimonials.

Chapter 3 - Tenure

Procedures for the Granting of Tenure

Tenure means that the faculty member has become a full and permanent member of the academic community of the College. So long lasting are the effects of granting tenure that the fact of previous promotion does not merit tenure. A distinct evaluation and separate affirmative administrative decision must be made concerning the granting of tenure in the College. It is the responsibility of the faculty member to apply for tenure when he/she is first eligible. Each faculty member on the tenure track shall be notified of the tenure decision in his/her case prior to the end of the sixth year of full-time tenure track service at the College. For the eighth year of qualified service, the Vice President and Chief Learning Officer shall issue the faculty member a contract with notice of tenure.

Tenure does not extend to any administrative post or special position such as committee membership, activity moderator, or department Chair. Tenure cannot be earned by service in a non-teaching activity. Persons appointed to administrative posts do not lose tenure received as a member of the faculty.

Tenure Track

An appointment on the tenure track shall be made for one year subject to renewal. The total time on tenure track shall not exceed seven years including credit given for previous service at other institutions of higher learning. There will be a formal review of each tenure track faculty member by the Rank and Tenure Committee in the third year. In the case of a person coming from another institution, the probationary period will be at least four years even though, thereby, the total time that the faculty member is on tenure track in the academic profession is extended beyond seven years.

Norms for Granting Tenure

The two fundamental considerations involved in the decision to grant tenure are the qualifications of the faculty member and the needs of the College.

The qualifications of the applicant include: appropriate degree, effectiveness as a teacher, scholarship, professional activity and service to the College. The relative weight given to each factor will vary, but each must be considered. Ordinarily those faculty members who have been promoted, or are about to be promoted, to the rank of Associate Professor, will qualify for tenure.

The other fundamental consideration in the granting of tenure must be the College's assessment of its long-term needs. An individual who qualifies will be granted tenure if his/her services are, and probably will continue to be, needed by the College. Tenure appointments should be consistent with the academic plans of the College and department.

Procedure for Third-Year Review

It is the responsibility of the appropriate dean working with the Rank and Tenure Committee to conduct a formal review, when applicable, of all tenure track faculty members in their third year of full-time teaching for the College. This third-year review is an important mid-point in a faculty member's progress toward tenure.

The appropriate dean will, at the end of the second term, prepare a list of all faculty members who will be in their third year of full-time teaching during the next academic year. This list is to be announced to all current faculty members. The appropriate dean will at the same time notify the Chair of the Rank and Tenure Committee which candidates are scheduled for third-year review.

The evaluation of faculty members for third-year reviews by the Rank and Tenure Committee will be based on the evidence contained in the third-year review file of the faculty member. This file will consist of two parts: the file prepared by the faculty member and the file containing material gathered by the Rank and Tenure Committee. All material should have been submitted to the committee on or before November 1 of the year of review.

a. The File Prepared by the Faculty Member

This file should contain a current curriculum vitae, evidence of teaching effectiveness including student evaluations, the individual program of professional development, and letters of recommendation. All materials submitted to the Rank and Tenure Committee and all deliberations of the Committee shall be confidential. It is the right and responsibility of the faculty member to make sure that his/her review file is complete for these formal evaluations.

b. Material Solicited by the Rank and Tenure Committee

The Rank and Tenure Committee will gather additional information from the appropriate department Chair and poll the faculty of the appropriate department when a member of that department is being reviewed in the third year by September 30. It is also the duty of the Committee to solicit an evaluation of a faculty member's performance from appropriate students. This part of the file is closed to the candidate.

The material in the review file will not be available to anyone other than the members of the Rank and Tenure Committee, the Vice President and Chief Learning Officer and appropriate dean, the President, the Board of Trustees, and the candidate. Upon completion of the third-year review process, the review files will be closed. Personal materials provided by the candidate (for example, manuscripts, reprints, student evaluations) are to be returned to the candidate. Other material and all of the material solicited by the Committee will remain in a closed file in the office of the appropriate dean for use in the sixth-year tenure process.

It is the responsibility of the appropriate department Chair to submit to the Rank and Tenure Committee an evaluation of the candidate who is up for the third-year review. This evaluation should specifically address the degree to which the candidate meets the appropriate criteria and consider the educational needs of the department or program in both the near and long-term future. The Chair's letter of evaluation should be sent directly to the Rank and Tenure Committee with a copy to the faculty member being evaluated.

All full-time faculty members of the appropriate department will be polled in order to obtain their evaluation of each candidate scheduled for third-year review. No faculty member who has an administrative role in the evaluation process should participate in this poll. In September the Rank and Tenure Committee may send questionnaires to each faculty member being polled. Any non-tenured member who wishes not to participate in the poll may abstain. However, it is the responsibility of every tenured member of the faculty conscientiously to complete, sign and return the questionnaire to the Rank and Tenure Committee. No incomplete or unsigned questionnaires will be considered. The results of the faculty poll are confidential and may not be seen by either the candidate being evaluated or by the department Chair.

The Rank and Tenure Committee will meet with the faculty member after the review files have been completed. The Committee will deliberate and determine the progress the faculty member has made toward tenure. The Committee will notify the appropriate dean and each candidate in third year review as to its recommendations and also will indicate areas that need improvement. A written summary of the recommendations of this review, signed by the appropriate dean, the Chair of the Rank and Tenure Committee, and the faculty member will be completed by March 1. The written recommendation of this review kept in the faculty member's personnel file and provided to the Rank and Tenure Committee at the faculty member's tenure review.

It is important for all third-year candidates to bear in mind that the goal of the third-year review process is to provide an independent and objective assessment of one's progress in satisfying the criteria for tenure and promotion at this institution. The comments and suggestions offered during the meeting with the Rank and Tenure Committee do not constitute a mandate from the Committee, nor do they guarantee that tenure or promotion will be granted in the future. The Committee members offer their best advice based upon their understanding of the tenure and promotion criteria and the candidate's work to date. However, it will fall upon a future--and

perhaps entirely different--Rank and Tenure Committee to determine both the awarding of tenure and promotion to rank of Associate Professor.

Procedure for Tenure Review

It is the responsibility of the appropriate dean working with the Rank and Tenure Committee to conduct a formal review, when applicable, of all tenure track faculty members in their sixth year of full-time teaching for the College. Since the actual conferral of tenure is an affirmative act by the Board of Trustees, an individual faculty member must formally request tenure during the sixth year of full-time status. This sixth-year review is the final review before the decision for the granting of tenure.

The appropriate dean will, at the end of the second term, prepare a list of all faculty members who will be in their sixth year of full-time teaching during the next academic year. This list is to be announced to all current full-time faculty members. The appropriate dean will at the same time notify the Chair of the Rank and Tenure Committee which candidates are scheduled for sixth-year review. All material should have been submitted to the Committee on or before November 1st of the year of review.

The evaluation of faculty members for sixth-year review by the Rank and Tenure Committee will be based on the evidence contained in the sixth-year review file of the faculty member. This file will consist of two parts: the file prepared by the faculty member and the file containing material gathered by the Rank and Tenure Committee.

a. The File Prepared by the Faculty Member

This file should contain a current curriculum vitae, evidence of teaching effectiveness including student evaluations, the individual program of professional development, letters of recommendation and other evidence that the candidate has adequately met the various criteria necessary for the sixth-year review. The faculty member should also address the progress that he/she has made since the third-year review. The recommendations made at the third-year review should be specifically addressed. All materials submitted to the Rank and Tenure Committee and all deliberations of the Committee shall be confidential. It is the right and responsibility of the faculty member to make sure that his or her review file is complete for these formal evaluations.

b. Material Solicited by the Rank and Tenure Committee

The Rank and Tenure Committee will gather additional information from the appropriate department Chair and poll the faculty of the appropriate department when a member of that department is being reviewed in the sixth year by September 30. It is also the duty of the Committee to solicit an evaluation of a faculty member's performance from appropriate students. This part of the file is closed to the candidate.

The material in the review file will not be available to anyone other than the members of the Rank and Tenure Committee, the Vice President and Chief Learning Officer, the appropriate dean, the President, the Board of Trustees, and the candidate. Upon completion of the review process the review files will be closed. Personal materials provided by the candidate (for example, manuscripts, reprints, student evaluations) are to be returned to the candidate.

It is the responsibility of the appropriate department Chair to submit to the Rank and Tenure Committee an evaluation of the candidate who is up for the sixth-year review. This evaluation should specifically address the degree to which the candidate meets the criteria for tenure and consider the educational needs of the department or program in both the near and long-term future. The Chair's letter of evaluation should be sent directly to the appropriate dean.

All full-time faculty members of the candidate's department will be polled in order to obtain their evaluation of the candidate. It is the responsibility of all tenured faculty of the department to complete and submit the evaluation form unless they are serving in an administrative role in the evaluation process. Incomplete or unsigned forms will be disregarded. The department Chair, in lieu of an evaluation form, will submit the letter described above. Each evaluation form and the Chair's letter should be submitted directly to the appropriate dean by October 15. The contents of the evaluation forms are confidential and may not be seen by either the candidate being evaluated or by the department Chair.

After the review files have been completed, the Rank and Tenure Committee will examine them and determine the degree to which each candidate has successfully or unsuccessfully met the various criteria for tenure. To achieve a recommendation for tenure a majority of the Rank and Tenure Committee – specifically 3 or more of the 5 committee members – must vote in favor of granting tenure. In the event that there are not 3 votes in favor of granting tenure owing to abstentions, an abstention is counted as a negative vote. The Rank and Tenure Committee will conclude its deliberations on or before December 18 and submit its recommendations in writing and with reasons to the Vice President and Chief Learning Officer. The deliberations and recommendations of the Rank and Tenure Committee are held in strict confidence. In no circumstance should the deliberations, votes, or recommendations of the Rank and Tenure Committee be transmitted to the candidate or anyone other than the Vice President and Chief Learning Officer, the appropriate dean, and the President.

The Vice President and Chief Learning Officer will transmit the recommendations of the Rank and Tenure Committee along with his/her recommendation to the President by February 1. The

President will forward to the Board of Trustees his/her recommendation for action at the late winter Board meeting. If the Board of Trustees awards tenure, the President will inform the faculty member in writing by March 18 stating that the College offers the faculty member a contract for the seventh year which, when completed, results in the faculty member's being tenured, on the authority of the Board of Trustees.

If the President does not recommend the granting of tenure to the Board of Trustees, he/she will inform the faculty member before March 15 so that a terminal contract for the seventh year may be issued, on the authority of the President. Members not recommended for tenure have full rights to use the Grievance Procedure detailed in Chapter 6.

Acting on the positive recommendation of the President, the Board of Trustees shall have the authority to confer tenure on any member of the Sisters of Mercy who has served in a faculty position at the College for eight (8) or more years; provided, however, that after September 1, 2000, a member of the Sisters of Mercy shall only be awarded tenure pursuant to the usual procedures applying to faculty members generally, as more fully set out in this Chapter 3.

Professor Emeritus

Eligibility

This rank may be assigned to Assistant Professors, Associate Professors, or Professors who have limited or terminated their responsibilities as a ranked faculty member for valid reasons (e.g., retirement, illness) after ten or more years of distinguished service to the College. A Professor Emeritus is so designated and appointed by the President, the Dean of the College, the Committee on Rank and Tenure and the Board of Trustees.

No compensation accrues by virtue of this rank unless by mutual agreement between the President and the individual. He or she may be offered a part-time term contract by the President to teach or fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the contract and such term contract is limited to less-than-half-time ranked faculty status.

Procedure

The granting of the emeritus rank is the result of action taken by the Rank and Tenure Committee with the approval of the appropriate dean and the President who will forward the nomination to the Board of Trustees for final approval. The proposal for the emeritus rank can originate within the Rank and Tenure Committee, by the appropriate dean, by

the retiring faculty member or by his or her colleagues or department chair. The nomination or application should be in the form of a letter demonstrating meritorious service, sent to the Rank and Tenure Committee. The nomination or application can be made any time during or after the last year of full-time employment but no later than February 1. Notification of the decision will be made to the retiring or retired faculty member by April 1 or sooner.

Purpose

The philosophy behind the honor should be a desire to retain the emeritus faculty as a member of the Saint Joseph's College academic community. The emeritus rank should allow and encourage the faculty member to continue scholarly activities, occasionally serve on ad hoc committees, and assist the college through consulting or in other ways that would make use of their talents and experience.

Benefits

- a. The College will provide meeting facilities for such former faculty members who may wish to meet as a group.
- b. After retirement, a faculty member may exchange his or her SJC Employee Identification Card for an SJC Emeritus Employee Card at the Office of the Registrar and this card will provide (subject to the current policies, restrictions and fees applicable to full-time faculty) access to Saint Joseph's College recreational and athletic facilities, Library, Bookstore, campus parking permits, and its cultural, athletic, and educational events.
- c. Such a faculty member may take any course(s) at the College tuition free.
- d. The Director of Public Relations and Alumni Affairs, at the request of an emeritus faculty member and provided that this person keeps his or her current address on file, will assure that notices of major campus activities are sent to the emeritus faculty member.
- e. Emeritus faculty members may attend the Faculty Senate meetings and the meetings and other activities of their former department. However, only those who have active faculty status by current appointment may vote in these meetings and only in accordance with the voting rights attendant to the status they hold.
- f. All emeritus faculty members may participate in the College's graduation and Commencement exercises with appropriate academic dress if they so wish. They will also be invited to social functions, receptions, etc.

- g. The emeritus faculty members may make use of the faculty and/or departmental secretarial services on a low priority basis.
- h. The emeritus faculty will retain full use of the college library and all of its services without charge for professional use, including photocopying, interlibrary loan, use of library search engines, etc.
- i. The emeritus faculty will be permitted to continue to use college e-mail and college Internet services and retain/develop web pages on the College's server for professional purposes.
- j. The emeritus faculty will have access to office space when and if available while working on campus.
- k. They will receive the same discount offered to current faculty in the dining hall and college bookstore and retain free use of the exercise facilities in the Alford Center.
- l. The emeritus faculty will be permitted to use departmental stationery and the college mail service for professional purposes only.
- m. Such faculty will be permitted to apply for non-college grants through the college's office of Institutional Advancement.
- n. Emeritus faculty will be allowed to park their cars in the lots assigned to active faculty on a first-come, first-serve basis.
- o. All such faculty will be allowed to use departmental phones for professional purposes while on campus.

Chapter 4 - Contractual Status of Ordinary Faculty

General Policy

Employment of all members of the ordinary faculty shall be by formal contract, signed by the faculty member and the Vice President and Chief Learning Officer. At least two copies will be executed, one for the faculty member, and one for the Vice President and Chief Learning Officer.

All contracts are bilateral and cannot be cancelled except by mutual agreement or for those grave causes listed for termination of tenured appointment. In case a contract is terminated for an alleged grave cause during the contract period, due process is guaranteed the faculty member.

Acceptance of a contract shall be deemed to include an agreement by both parties to comply with appropriate regulations of the College.

Salaries are determined by negotiations between the faculty member and the Vice President and Chief Learning Officer. Members of the faculty are engaged on the basis of a nine-month contract. Some faculty members may have twelve-month contracts. Payment will be made on a twelve-month basis in 26 equal installments. The academic work year for faculty teaching fall and spring terms begins with the first day of the fall faculty workshops and ends with spring commencement and submission of final grades. The work year for faculty teaching in the Division of Graduate and Professional Studies begins on July 1 and ends on June 30 of the following calendar year.

Chapters 1-7 and 9-11 of Part II of this *Faculty Handbook* set forth the contractual conditions of the ordinary faculty; these chapters shall be referenced in the annual contract provided the ordinary faculty.

All ordinary faculty (tenure track and tenured) contract offers for any academic year must be issued on or before March 15, and be returned on or before April 15, or the first working day thereafter. If the contract offer is not accepted on or before April 15, or a special arrangement is made with the Vice President and Chief Learning Officer, the offer will automatically expire. If the faculty member does not return the signed contract within sixty days of the issuance of the contract, he/she will be considered to have resigned.

Contractual Status of Tenured Faculty

Tenure means that a faculty member has become a full and permanent member of the academic community of Saint Joseph's College. Tenure is normally available to a faculty member who holds the rank of associate professor. Tenured faculty contracts may not be terminated except for reasons outlined in Chapter 7.

Contractual Status of Tenure Track Faculty

Contracts of members of tenure track ordinary faculty cannot be cancelled during the contract period except by mutual consent or through the procedure outlined in the section of this Faculty Handbook on procedures for non-reappointment of non-tenured ordinary faculty in Chapter 7.

Full-time Employment

Each ordinary faculty member will devote sufficient time and effort to faculty responsibilities each week while under contract so as to be de facto a full-time employee of the College.

Members of the ordinary faculty are required to devote their major time and attention to College duties while under contract except when on leave or otherwise officially excused in writing. The primary responsibility of a faculty member is to render to the College on a full-time basis the most effective service possible. At the same time, the College encourages consulting and other outside activities of a professional nature where such activities give the faculty member experience and knowledge valuable to professional growth and development. These activities may help the faculty member make worthy contributions to knowledge, or contribute to instructional programs, or otherwise make a positive contribution to the College or the community. Faculty members who wish to engage in outside employment beyond their responsibilities at the College are expected to receive the approval of the Vice President and Chief Learning Officer and appropriate dean, in writing prior to accepting such employment.

Sabbatical Leave Policy

Saint Joseph's College, recognizing the necessity for faculty members to acquire new experiences to enrich their teaching or to secure uninterrupted time for research and writing, supports the principle of sabbatical leave. The College desires to encourage professional growth and increased competence and productivity among faculty members by subsidizing significant

research, creative work, or a program which is judged to be of equivalent value, such as some other program of study, or an organized experiential program.

Any faculty member with the rank of Assistant Professor or higher who has served full-time for seven or more years at Saint Joseph's College is eligible for consideration for a sabbatical leave. Eligibility implies neither an automatic right nor an automatic granting of a sabbatical leave. A sabbatical leave may be granted to the same person no more than once in any seven years. Sabbatical leave will not be granted to subsidize any form of work on advanced degrees not in a faculty member's primary field or for work which is not directly related to the faculty member's teaching function at the College.

The number of sabbatical leaves granted in any given academic year will be determined by the academic feasibility of releasing the faculty members for the period requested and by the amount of money available for granting such leaves.

Stipends for sabbatical leaves are: one term at full salary or one academic year at one-half of full salary. Normal raises and benefits will not be withheld by reason of the sabbatical leave. While a faculty member is on sabbatical leave, he/she will continue to be eligible for full-time benefits. He/she and the College will continue to pay the normal full share toward the benefit package.

Application Procedure for Sabbatical Leave

Sabbatical leaves are not granted automatically upon the completion of the necessary period of service. The faculty member must demonstrate in writing, as part of the application, evidence of sound scholastic research, creative activity, or other academic achievement to support the program of full-time work which he/she plans for the sabbatical period.

A faculty member must make a formal application for sabbatical leave using the forms and guidelines provided by the Faculty Development Committee. The application must include a narrative outline of the project he/she intends to pursue, a statement showing how it will increase his/her professional competence and value to the College, and his/her qualifications to pursue such a project. These items are submitted to the department Chair in sufficient time to permit the general deadlines set forth below to be met.

Inasmuch as the regular full-time faculty members of the department may be expected to absorb the teaching load of the individual on leave, the department Chair, in consultation with the members of the department, will prepare a statement of plans in this regard which will be attached to the sabbatical application.

The original and two copies of the application, the department Chair's evaluation and recommendation, and the statement of departmental plans referred to above will be submitted to the appropriate dean no later than the first class day following October 1 of the academic year preceding the academic year for which the sabbatical leave is requested. Within seven calendar days of the receipt of these materials, the appropriate dean will forward two copies of all the applications received to the Chair of the Faculty Development Committee.

Within two weeks of the receipt of the documents, the Faculty Development Committee will return one copy of each application, together with its written recommendations, to the appropriate dean; the second copy is retained by the Committee for its use during the remainder of the process.

The appropriate dean, in consultation with the Faculty Development Committee, will make the final decision. During the first full week of school in January, the appropriate dean will simultaneously inform in writing the applicant, the department Chair, and the Chair of the Faculty Development Committee of the approval or disapproval, for stated cause, of the application.

The recipient of a sabbatical leave incurs these obligations:

- a. To return to the College for a minimum of one year following the completion of the sabbatical leave.
- b. To file a detailed report on the results of his or her project with the department Chair, and the appropriate dean, the Chair of the Faculty Development Committee, within ninety calendar days after the beginning of the semester following the sabbatical leave.

Time toward each new sabbatical begins immediately upon return to full-time service regardless of the semester of return.

Time on sabbatical leave counts toward promotion in rank unless the faculty member and Saint Joseph's College agree in writing to waive this provision at the time the leave is granted.

Academic Leave

The objective of an academic leave is the same as that for sabbatical leave. A faculty member with an appropriate project will ordinarily apply for a sabbatical leave rather than academic leave. However, there are exceptional cases where academic leave may be warranted. Such cases may involve a faculty member who has not accrued seven years since his/her last sabbatical but

who has a unique opportunity, one which cannot be postponed, to engage in the kind of activity that the sabbatical seeks to encourage. In either case a faculty member must have a proposal of unique and high merit to qualify for academic leave. The application and acceptance procedure for academic leave will follow that outlined for sabbaticals.

Stipends for academic leaves are: one term at full salary or one academic year at one-half of full salary. An academic leave with pay of one academic year or less will count toward promotion but not tenure. While a faculty member is on academic leave, he/she will continue to be eligible for full-time benefits. He/she and the College will continue to pay the normal full share toward the benefit package.

The Vice President and Chief Learning Officer and appropriate dean will make the recommendation for an academic leave to the President in light of the academic needs and fiscal capabilities of the College. The President may grant or deny the request in writing.

Leave of Absence without Pay

A leave of absence without pay may be granted to a member of the ordinary faculty at the discretion of the appropriate dean and for a period not to exceed two years. A leave of absence without pay does not count toward promotion and tenure. The faculty member through this agreement is allowed to return to a position for which he/she is qualified in the area from which he/she was granted the leave of absence without pay; previously earned benefits and seniority are not lost.

The Vice President and Chief Learning Officer and appropriate dean will make the recommendation for a leave of absence without pay to the President in light of the academic needs and fiscal capabilities of the College. The President will grant or deny the request in writing.

Faculty Evaluations

Non-tenured faculty members are evaluated by students for each course in each term. Tenured faculty members are evaluated by students for each course during one term of each academic year; the individual faculty member may determine which term he or she is evaluated. A standardized form is used for both tenured and non-tenured faculty. Immediately upon completion, all evaluation forms are returned to the appropriate dean. Faculty members and department Chairs are required to review all course evaluations in the semester following the students' evaluation.

Department Chairs complete a separate faculty evaluation that is returned to the Office of the appropriate dean.

Use of the College's Name and Seal

The College's name and seal are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the President of the College.

Chapter 5 - Professional Responsibilities of the Ordinary Faculty

Support of Institutional Goals

Each faculty member should support the mission and institutional goals of Saint Joseph's College. The way of supporting these goals will vary according to each one's faith and conscience. Each faculty member has the right to hold and express personal religious beliefs though these may differ from those of the Catholic community. However, it would be a violation of one's professional integrity to join the Saint Joseph's College faculty and then in the classroom or while engaged in other College activities to denigrate the beliefs, teachings, and theological opinions of any faith including those of the Catholic community. This support of the mission and institutional goals allows scholarly, constructive, and relevant critique of those beliefs, teachings, and theological opinions.

Membership in the academic profession carries with it responsibilities for the advancement of knowledge, the intellectual growth of students, and the improvement of society. Faculty must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal and professional development.

Protection of Rights

Each faculty member is enjoined to protect the rights to which every other member of the College is justly entitled.

All members of the College community have the right to expect College action prohibiting on-campus activities of students, faculty, staff, and administrators that would interfere with the exercise of their civil rights and the performance of their duties and responsibilities.

Membership in the academic community imposes on faculty members, students, staff, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus.

Students are entitled to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of students' beliefs or the possible uses to which they may put the knowledge to be gained in a course. No student should be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his/her own part in society. Evaluation of students and the award of credit must be based on academic performance

professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

Statement of Professional Ethics

Saint Joseph's College (1986) endorses the "Statement on Professional Ethics" promulgated by the American Association of University Professors in 1966 and revised in 1987.

"I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of their institution, members of the faculty seek above all to become effective teachers and scholars. Although they observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their

subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.”

Specific Professional Responsibilities

The individual faculty assignment is made annually after consultation between the faculty member and his/her chair and is reviewed by the appropriate dean.

Teaching duties for full-time faculty members will include a maximum of twelve credit hours each term or the equivalent. Equivalent responsibilities must be directly related to the curriculum or its delivery and be approved by the departmental chair or program director and the appropriate dean.

The appropriate dean will notify the faculty of all general meetings. Each member of the faculty is expected to attend such meetings.

Department members, under the direction of the department chair, meet regularly during each term.

Faculty members are expected to be present at convocations, the fall Faculty Day, the Baccalaureate Service and Commencement Exercises.

A faculty member conducting or supervising research with animal or human subjects will adhere to any currently applicable federal and state regulations, and to any currently ethical standards established by his/her profession for such work. A copy of any such regulations will be available in the office of his/her department chair, and copies will be distributed to the department's faculty members. All proposed research shall be submitted to the Institutional Review Board for review and approval.

Department Chairs/Program Directors

The department chair/program director is directly responsible to the appropriate dean. He/she shall be the principal staff administrator of the subject area, responsible for the coordination and supervision of all its work and for supervision of the department's teaching faculty. The responsibilities of the chair include:

- to review with members of the department the courses offered in that department;
- to evaluate the teaching procedures and the faculty in that department;
- to submit to the appropriate dean a proposed schedule of courses to be offered during the academic year;
- to provide for the academic counseling of the students in that department;
- to advise the appropriate dean regarding the appointment of each new faculty member, the continuance or termination of service of current faculty members, and the promotions for members of the department staff;
- to conduct departmental meetings at least twice each term, to keep on file a copy of the minutes, and to forward a copy to the appropriate dean;
- to insure that department members are informed concerning their responsibilities as faculty;
- to prepare with the cooperation of department members a budget for his or her area;
- to assist the Registrar in the registration of students;
- to insure that classes of absent faculty members are covered in a satisfactory manner.

The chair of an undergraduate academic department is appointed by the Dean of Undergraduate Studies ordinarily upon the recommendation, by majority vote, of the members of the department. The chair of a department is appointed in April to serve a term of two years which ends on the day of spring Commencement. A department chair may be re-appointed if the department members so recommend. Nursing program director appointments will be made by the Chair of the Nursing Department in consultation with the faculty and the Chief Learning Officer.

A department chair may be released from his/her administrative duties at any time during the term of appointment. The appropriate dean can remove the department chair from administrative duties if there is a clear indication of the necessity for such action, but only after consultation with the full-time members of the department.

Chapter 6 - Professional Rights of the Ordinary Faculty

The ordinary faculty share responsibility for the governance of the College. This responsibility shall be exercised by regularly attending and taking part in meetings of the department, the Faculty Senate, and the College, and by being available for the work of department, Faculty Senate, and College committees.

Academic Freedom

It is the policy of Saint Joseph's College to protect and encourage the academic freedom of its faculty.

Therefore, Saint Joseph's College endorses as in accord with its Mission the following excerpt from the 1940 "Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors and of the Association of American Colleges and Universities:

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
- c. College and university professors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution."

This statement has been endorsed by the American Catholic Historical Association (1966), the American Catholic Philosophical Association (1966), and the College Theology Society (1967).

Acceptance of a faculty contract shall be deemed to include acceptance of the approved (1994) Mission of the Saint Joseph's College, which presumes the principles of academic freedom

enumerated above. This Mission is as follows: “Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph’s College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.”

Therefore, faculty members need to respect the Mission of the College as a Catholic institution of higher learning in the classroom and in their public utterances.

Saint Joseph’s College recognizes that responsibility and freedom are complementary. Faculty members carry significant responsibilities in the areas of teaching, scholarship, governance, professional service, and professional development. In recognition of the necessity and breadth of academic freedom, the College undertakes to support the right of faculty to exercise prudent individual and collective judgment in the five areas mentioned above.

Grievance Procedure and Role of the Grievance Committee

Saint Joseph’s College recognizes and endorses the importance of due process and of adjusting grievances properly without fear of prejudice or reprisal. Accordingly, the College encourages the prompt settlement of grievances, as defined below, and the orderly processes hereinafter set forth as designed to protect due process and academic freedom, and to respect professional conduct.

It is expressly understood that the College shall bear no responsibility of any kind resulting from claims that this *Faculty Handbook* has been violated, to the extent that such violations result not from actions by members of the administration but from actions of another faculty member or members.

When a charge or complaint has been filed with a government agency that is substantially similar to the subject of a grievance under these procedures, the Grievance Committee and/or arbitrator shall not hear the grievance unless there is evidence that such hearing would facilitate resolution of the grievance. This restriction shall not apply in any case where the time required for a faculty member to utilize the grievance procedure would prevent timely filing of a charge or complaint with the governmental agency. However, if a charge or complaint has been filed and a decision rendered by a governmental agency, that charge or complaint can no longer form the basis for a grievance under this *Faculty Handbook*.

A grievance is defined as an allegation by a faculty member(s) that there has been (1) a breach, misinterpretation or misapplication of College policy or procedure as set forth in the *Faculty*

Handbook; or (2) an infringement of the rights of a faculty member, as set forth in the *Faculty Handbook*, which relate to compensation, appointment or reappointment, tenure, promotion, dismissal, suspension, reassignment, or separation.

The Grievance Committee of five members, none of whom may be a member of the Rank and Tenure Committee or the Executive Committee of the Faculty Senate, is established in the following manner: two faculty members will be chosen by the Faculty Senate, two members (faculty, administrative or support staff) will be chosen by the President of the College, and a fifth member will be chosen by the first four. The committee members will elect a chair. All committee members will normally serve for two years; vacancies will be filled by the individual or group who made the original appointment. Members chosen by the President should not be department chairs or academic administrative officers where there is a conflict of interest.

Step I

The role of the Grievance Committee in the grievance procedure is outlined below. The Grievance Committee is also involved in the procedures for termination for cause detailed on page 29 of this Handbook.

If any faculty members have cause for grievance in any matter not covered by procedures described elsewhere in the Faculty Handbook, he/she/they may petition the Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any information that the petitioner deems pertinent to the case.

Written grievances must be received by a member of the Grievance Committee within twenty-one (21) calendar days after notice of the occurrence of the event(s) upon which the grievance is based or within twenty-one (21) calendar days after the grievant knew or through the exercise of due diligence should have known of the occurrence of the event(s) upon which the grievance is based. Grievances which are based on an event(s) which occurs within fourteen (14) calendar days before a Christmas or summer vacation, or during such vacation periods, must be filed within twenty-one (21) days after the first day of class of the next term. The time period from the receipt of written grievances may be extended by agreement between the Grievance Committee and the parties to the grievance if a written notice of intent to file a grievance is received by a member of the Grievance Committee within the twenty-one (21) calendar day period specified above. Such an extension usually does not exceed an additional twenty-one (21) calendar days.

Upon receipt of a grievance, the Grievance Committee will send within three (3) working days, a copy of the grievance to all named respondents. The Grievance Committee will attempt to settle the grievance by informal methods. In the course of doing this, the Grievance Committee will

collect all pertinent documents and will conduct informal discussions with and/or between the concerned parties, at all times preserving the confidentiality of its proceedings.

If a faculty member alleges that a decision regarding non-reappointment, denial of tenure, or denial of promotion was based on inadequate consideration, the Grievance Committee will determine whether the decision was the result of adequate consideration in terms of the relevant standards set forth herein or in the Faculty Handbook. The Grievance Committee will not substitute its judgment on the merits for that of the deciding person or persons. If the Grievance Committee believes that adequate consideration was not given to the faculty member's qualifications, it may request reconsideration by the deciding person or persons, indicating the respects in which it believes the consideration may have been inadequate.

When a grievance is resolved by these methods, the resolution shall be put in writing by the Grievance Committee and given to the grievant and the President of the College. Such resolutions shall not constitute a binding precedent in the disposition of similar grievances. No offer of settlement of a grievance by either party nor a suggested resolution by the Grievance Committee shall be admissible as evidence in formal grievance proceeding elsewhere.

Step II

If the faculty member seeking redress for a grievance remains dissatisfied with the conclusion of Step I, then the faculty member may elect to bring the grievance to independent, third party arbitration, as specified below:

1) Selection of Arbitrator

The Grievance Committee shall attempt to assist the parties in agreeing on the selection of an arbitrator. Should the parties be unable to agree on an arbitrator, the arbitrator shall be selected through the American Arbitration Association in accordance with its rules and regulations.

2) Cost of Arbitration

The cost of arbitration shall be divided equally between the two parties, except that each party will bear its own costs for counsel or witnesses, as required.

3) Powers of Arbitrator

The arbitrator shall be strictly bound by the provisions of the Faculty Handbook and shall not add to, subtract from, or modify those provisions. The arbitrator shall have the power, as appropriate, to order reinstatement or back pay, or to fashion a remedy which is just.

4) Arbitrator's Decision

The arbitrator's decision shall be final and binding on all parties.

5) Express Limitations on Arbitration

a. With regard to grievance arising out of non-reappointment of a non-tenured, probationary faculty member, the grievance and arbitration shall be limited only to alleged procedural violations and alleged illegal motivation (such as race or sex discrimination) by the College.

b. With regard to grievances arising out of the denial of tenure or denial of promotion in rank, the arbitration shall be limited only to alleged procedural violations, or alleged violations of academic freedom (as defined in this chapter), or to alleged illegal motivation (such as race or sex discrimination) by the College, provided, however, that the arbitrator shall not have the authority to award tenure, but solely to reverse and remand the denial of tenure to the appropriate College body for further consideration.

c. With regard to grievances arising out of termination of a faculty member or of an untenured faculty member during the term of his/her contract for financial exigency or change in the educational program, the arbitration shall be limited only to alleged procedural violations, or to alleged violations of academic freedom, or to alleged illegal motivation, or to claims that the grievant's tenure rights, if any, were not taken into consideration.

The filing or pendency of a grievance under the provisions of this section shall not prevent the College from taking the action complained of, subject, however, to the final decision of the grievance.

Failure at any step of this procedure to communicate the decision on the grievance within the specified time limits, or such additional time as may be mutually agreed upon in writing, shall be deemed acceptance of the decision at that step.

Failure at any step of this procedure to appeal a grievance to the next step with the specified time limits, or such additional time as may be mutually agreed upon in writing, shall be deemed acceptance at that step.

Extensions in time will normally be granted for good and sufficient reason (e.g. illness).

The records of all hearings and evidence of the arbitration, if any, shall be placed in the custody of the President's Office. Should future arbitrators or the President need to refer to the records of any case to establish precedent; the records will be made available to them. Their right to see the records shall apply only to matters of establishing precedent for a case they are hearing.

Chapter 7 - Termination of Faculty Appointment

Separation

At times, Saint Joseph's College or individual faculty members may find it necessary to sever their contractual relationship. To protect the interests of both parties, categories of separation are here defined, and the policies and procedures related to each are set forth.

Types of Separation

- a. Resignation.
- b. Retirement.
- c. Non-Reappointment of non-tenured ordinary faculty.
- d. Termination other than for cause.
- e. Termination for cause.

Resignation

Resignation is a severance action by which a faculty member voluntarily seeks to be released from an existing contract or indicates a decision not to return at the conclusion of the academic year. It is requested that all faculty members provide the earliest possible notice of intent to resign. Ordinarily, the faculty are expected to give notice to their department Chair and to the appropriate dean not later than thirty days prior to the end of the academic year. (The end of the academic year is May 31.) It is expected that, except in unusual circumstances, resignation will be effective at the end of the academic year.

Retirement

Retirement from active service assignments to the College is the termination, according to the retirement policy of the College, of duties and responsibilities for the employee who voluntarily has been relieved from duties (no later than June 30 of a given year) after rendering extended service to the College.

Faculty Gradual Retirement Program

This program is available for those full-time tenured faculty members who (a) have been teaching full-time in higher education for 15 or more years (at least 10 years of which have been at Saint Joseph's College), and (b) who wish to gradually reduce their teaching obligation at Saint Joseph's College over a five-year period.

A qualified faculty member who decides to enter the program must give his/her department Chair and the appropriate dean at least one semester's notice, in writing, of his/her decision. After entry into the program, if the faculty member wishes to retire completely he/she may do so after the first year of the program, with one term's written notice, to the appropriate department Chair and to the appropriate dean.

During the first, second, and third years after entry into the program, the faculty member's responsibilities will be reduced to 2/3 time and his/her salary will be prorated accordingly. During the fourth and fifth years of the program, the faculty member's responsibilities will be reduced to 1/3 time, which may be fulfilled in one term of the year, and his/her salary will be prorated accordingly.

Faculty members who choose to participate in this program will retain all benefits as allowed by the insurance carrier until full retirement.

Non-Reappointment of Non-Tenured Ordinary Faculty

The term "non-reappointment" means that the College has decided not to renew a faculty appointment at the conclusion of the stated contract term. Therefore, it is not necessary for the College to set forth its reasons for non-appointment.

The final decision not to reappoint a non-tenured ordinary faculty member is that of the President of the College, after consultation with the Vice President and Chief Learning Officer, except that any such decision may not be unlawfully discriminatory, arbitrary, or capricious. If non-reappointment results from denial of tenure, the President shall act following completion of the evaluation process by the Rank and Tenure Committee described in Chapter 3 and after receiving the recommendation of the Vice President and Chief Learning Officer and appropriate dean. In cases where a faculty member believes that his/her non-reappointment has been discriminatory, arbitrary, or capricious, he/she may commence a grievance in accordance with procedures established in this Handbook. The burden of proof shall be on the faculty member.

Notice of non-reappointment during the first and second year of an academic probationary appointment, issued by the established dates defined below, ends the employment relationship on the end date of the contract in place. No additional contracts will be issued.

- a. On or before March 15 of the first academic year of service if the initial appointment is not to be renewed, or at least three months prior to the expiration of an initial, one-year appointment, if the appointment expires during an academic year.

b. On or before December 15 of the second academic year of service if the appointment is not to be renewed, or at least six months prior to the expiration of the appointment if it expires during an academic year.

Notice of non-reappointment during the third through fifth year of service, issued on or before March 15, will include a contract for one additional academic year after the notice of non-reappointment has been given.

Termination Other than for Cause

Reasons for termination other than for cause:

a. Major changes in curricular requirements, academic program or department.

Termination of a tenured faculty member may occur as a result of major change, including discontinuation of a curricular requirement, an academic program, or department in whole or in part. Decisions on such terminations shall be made by the President upon the recommendation of the appropriate dean and the Vice President and Chief Learning Officer according to the “Procedures for Termination Other than for Cause” below.

Faculty terminated under a program change, etc. will receive at least one year's notice from the time of a final decision and official notice to the faculty member to change or eliminate a program. The College will end such programs and the faculty member's relationship with the College at the end of an academic year.

b. Financial exigency.

Financial exigency is a rare and serious institutional crisis. It is defined as the critical, pressing, or urgent need of the College to reorder its monetary expenditures in such a way as to remedy and relieve the state of urgency within the College created by its inability to meet its annual monetary expenditure with sufficient revenue to prevent a sustained loss of funds.

Before any faculty members are terminated because of financial exigency, the Board of Trustees must officially declare that financial exigency exists. Subsequently, the faculty shall be represented in administrative processes relating to reorganization, curtailment, or termination of instructional programs due to financial emergency, through the Executive Committee of the Faculty Senate. Faculty shall not, however, necessarily be represented in individual personnel decisions; the President and the Board of Trustees shall have final authority in all matters related to financial exigency.

Procedures for Termination Other than for Cause

When financial exigency or major changes in the curricular requirements, academic programs, or a department in whole or in part necessitates the termination of ordinary faculty members, a serious institutional effort will be made to assist such faculty members to find employment either at Saint Joseph's College or elsewhere.

If a tenured faculty member is terminated for reasons of financial exigency or major changes in curricular requirements, or academic programs in whole or in part, no replacement for his/her position will be hired within a period of three years unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of termination and has been given at least one month after written notice of the offer of reappointment within which to accept the reappointment.

Once it has been determined that financial exigency, or major changes in curricular requirements, academic programs, or departments in whole or in part, results in the termination of faculty members, the following order of termination will be followed:

- a. Voluntary early or phased retirements will be investigated.
- b. Non-ordinary faculty will be terminated when possible.
- c. A faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure except in extraordinary circumstances where a serious distortion of the academic program would otherwise result. The decision regarding extraordinary circumstances will be made through consultations among the Vice President and Chief Learning Officer and appropriate dean, department chairs of affected departments, the Executive Committee of the Faculty Senate, and the Rank and Tenure Committee.

Faculty terminated because of financial exigency, or major changes in curricular requirements, academic programs, or departments in whole or in part may use the grievance procedure described elsewhere in this *Faculty Handbook*.

Termination for Cause

Termination for cause is a severance action by which Saint Joseph's College terminates its contract with the faculty member for just cause. Just cause for termination must be directly and substantially related to the fitness of a faculty member to continue his/her professional capacity

as a faculty member at Saint Joseph's College, and shall be determined in each instance by the President in accordance with procedures outlined below.

Termination for cause proceedings may be instituted on the basis of the following grounds:

- a. Professional incompetence.
- b. Continued neglect of academic duties in spite of oral and written warnings.
- c. Deliberate and serious violation of the rights and freedom of fellow faculty members, administrators, or students.
- d. Conviction of a crime directly related to the faculty member's fitness to practice his/her profession at Saint Joseph's College.
- e. Serious failure to follow the canons and professional ethics of one's discipline and the teaching profession as described in this *Faculty Handbook*.
- f. Falsification of credentials and experience.

Prior to the termination for cause of any faculty member, the appropriate dean or the Vice President and Chief Learning Officer will give the faculty member involved a written statement on his/her intent to recommend this action with reasons, framed with reasonable particularity. Because of the nature of termination for cause, no fixed time can be specified for notice; however, such action is usually not taken without prior discussions with and written warnings to the faculty member.

Also prior to the termination for cause of any faculty member, the information supporting the adequate cause for such action must be presented in writing to the Grievance Committee by the Vice President and Chief Learning Officer and appropriate dean. The Grievance Committee will then obtain a written or oral statement from the faculty member with regard to the charges, and any other information that the Grievance Committee deems pertinent. The Grievance Committee as a whole will consider the evidence and render a judgment as to whether there is adequate cause for termination for cause. This judgment will be given in writing to the faculty member and the President of the College, without the judgment being binding upon the President. If the faculty member remains dissatisfied with the outcome of the procedure for termination for cause, the faculty member has the right to proceed to arbitration according to the procedure outlined on p. 22-23 of this *Faculty Handbook*.

Pending the judgment of the Grievance Committee, the faculty member may be suspended or assigned to other duties in lieu of suspension if immediate harm to himself/herself or others is

threatened by his/her continuance. If reassignment is deemed necessary by the College while an ultimate determination of a faculty member's status is being made, the Vice President and Chief Learning Officer appropriate dean will present the reasons for such action to the Grievance Committee and the Grievance Committee must agree to the propriety of such action before it is undertaken. If suspension is deemed necessary by the College while an ultimate determination of a faculty member's status is being made, the appropriate dean will consult with the Chair of the Grievance Committee prior to the action. Unless legal considerations forbid, any such suspension will be with pay.

Action Short of Termination for Cause

Depending on the circumstances, the President may elect to impose a lesser disciplinary action short of termination for cause, such as suspension for a period of time without pay.

Suspension may also be the temporary separation of a faculty member from the College when it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the College poses an immediate threat of harm to the College or to the individual members of the College community. Such suspension shall be with pay and shall last only so long as the threat of harm continues or until termination for cause occurs.

The Rank and Tenure Committee shall serve as an advisor to the President and appropriate dean and on such matters and shall be called upon to review cases where the faculty member questions the decision. The President's decision after such a review shall be final.

Progressive Discipline of Faculty Members

Termination for cause arising out of negligent or inadequate performance should in normal circumstances be preceded by a written warning by the appropriate administrative officer describing the alleged problem and warning that a faculty member's contract status may be in jeopardy. Such a warning also should stipulate a period of time within which correction of the alleged deficiencies is required. In the event that a faculty member fails to correct the problem, termination for cause procedures or a lesser sanction may be applied.

Chapter 8 – The Non-Ordinary Faculty

Criteria for Appointment to the Ranks of the Non-ordinary Faculty

Full-time nine month or twelve month non-ordinary faculty members are faculty members who are neither tenured nor tenure-track. They have rights, duties, and responsibilities analogous to ordinary faculty members except that they are neither tenured nor on tenure track. If their rights, duties, and responsibilities differ from ordinary faculty members, these will be specified in their contracts. Full-time non-ordinary faculty members are faculty members who possess academic rank, whose primary responsibility is to Saint Joseph's College, and who teach a maximum of twelve credit hours per term. Full-time non-ordinary faculty members have contractual rights to academic freedom, fringe benefits, promotion, and sabbatical leave. They are full voting members of the Faculty Senate and may serve as advisors and serve on committees. They may be department chairs and program directors.

The number of full-time non-ordinary faculty members, exclusive of faculty in the online programs, will not exceed 30% of the total of non-ordinary and ordinary full-time faculty.

Pro-rata non-ordinary faculty members are faculty members, who possess academic rank and who are given an appointment equivalent to half time or more, but less than that of a full-time faculty member. Pro-rata faculty members have pro-rata contractual rights to fringe benefits. They are full voting members of the Faculty Senate and may serve as advisors and on committees. They may be department chairs and program directors.

Part-time per-course non-ordinary faculty members are hired to teach specific courses by the term. They receive a contract, which together with attachments defines their sole rights, benefits, duties, and responsibilities.

Chapter 9 - Fringe Benefits for Ordinary Faculty

a. This section outlines fringe benefits currently available to full-time nine (9) month ordinary and non-ordinary faculty. The benefits granted full-time faculty members are reviewed regularly and revisions occur frequently. The Director of Human Resources may be contacted for an additional explanation of benefits. This outline is a matter of information only. The official plan document takes precedence. It does not constitute a contract between Saint Joseph's College and the recipient to provide these specific benefits. Saint Joseph's College reserves the right, in its sole discretion, to change any benefits, including the termination of a benefit, granted to faculty at any time.

Outline of Benefits

- a. Health Insurance
- b. Life Insurance
- c. Supplemental Life Insurance
- d. Accidental Death and Disability
- e. Retirement Plan
- f. Short Term Medical Leave
- g. Long Term Disability
- h. Tuition Remission
- i. Tuition Exchange
- j. Dental Insurance
- k. Workman's Compensation
- l. Flexible Spending Accounts
- m. Recreation Center
- n. Moving Expenses

- o. Education Assistance
- p. Vision
- q. Employee Assistance Program

b. This section outlines fringe benefits currently available to full-time twelve (12) month ordinary and non-ordinary faculty. The benefits granted full-time faculty members are reviewed regularly and revisions occur frequently. The Director of Human Resources may be contacted for an additional explanation of benefits. This outline is a matter of information only. The official plan document takes precedence. It does not constitute a contract between Saint Joseph's College and the recipient to provide these specific benefits. Saint Joseph's College reserves the right, in its sole discretion, to change any benefits, including the termination of a benefit, granted to faculty at any time.

Outline of Benefits

- a. Health Insurance
- b. Life Insurance
- c. Supplemental Life Insurance
- d. Accidental Death and Disability
- e. Retirement Plan
- f. Long Term Illness
- g. Long Term Disability
- h. Tuition Remission
- i. Tuition Exchange
- j. Dental Insurance
- k. Workman's Compensation
- l. Flexible Spending Accounts
- m. Recreation Center

- n. Moving Expenses
- o. Education Assistance
- p. Vision
- q. Employee Assistance Program
- r. Earned Time

Chapter 10 - The Faculty Senate

The Board of Trustees recognizes the need for meaningful faculty involvement in the governance of Saint Joseph's College through the Faculty Senate.

The Constitution of the Faculty Senate of Saint Joseph's College

Preamble

Saint Joseph's College, rooted in the doctrines and heritage of the Roman Catholic Church, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment. As such, it is committed to the pursuit of truth through serious study, integration of knowledge, and the exploration of the arts and sciences while also preparing students to live ethical and meaningful lives.

The goals of Saint Joseph's College are shaped by the mission of the Sisters of Mercy, the sponsoring religious order. As such, Saint Joseph's College is committed to standards of excellence for its curriculum and a shared commitment among its faculty to perform its role in a manner consistent with the values of the Sisters of Mercy of the Americas.

The following constitution of the Faculty Senate is intended to support the faculty, both individually and as a community of scholars, in the context of the goals of Saint Joseph's College. The purpose of the Faculty Senate is to communicate essential elements related (1) to the pursuit of excellence in the curriculum, (2) participation in the governance of the College, and (3) the process of tenure and promotion for eligible faculty members.

Article I. Name and Purposes

Section 1. The faculty organization shall be known as the FACULTY SENATE OF SAINT JOSEPH'S COLLEGE.

Section 2. The Faculty Senate, working with the Vice President and Chief Learning Officer and appropriate deans shall participate in the accomplishment of Saint Joseph's College's established Mission by exercising primary responsibility for the academic policy of the institution, including curriculum, subject matter and methods of instruction, scholarship and research, faculty rank and tenure, and aspects of student life which relate to the academic process. The Senate shall be involved in all matters related to the professional rights and responsibilities of its membership.

Article II. Membership

- Section 1. All ordinary and non-ordinary full-time and pro-rata faculty members are members of the Faculty Senate.
- Section 2. The Vice President and Chief Learning Officer and the Dean of Undergraduate Studies shall be ex-officio members of the Faculty Senate without vote.
- Section 3. The Faculty Senate shall include as members three representatives of the part-time faculty. These representatives are to be elected by the part-time faculty and shall include no more than two, and no fewer than one, representatives from the faculty teaching in the fully online programs, and shall be elected between the beginning of May and the start of the next academic year.
- Section 4. Retired faculty members may attend Faculty Senate meetings as nonvoting guests.
- Section 5. The Executive Committee of the Faculty Senate may invite nonmembers to attend a portion or all of a Senate meeting.

Article III. Officers

- Section 1. The officers of the Faculty Senate shall be: President, Vice President, Recording Secretary, and Corresponding Secretary, who shall form the Executive Committee of the Senate.

Article IV. Responsibilities and Implementation

- Section 1. A simple majority of votes cast shall represent the official position of the faculty on any issue, assuming a quorum (1/2 of the membership) has been met.
- Section 2. Recommendations of the Faculty Senate shall be forwarded to the Vice President and Chief Learning Officer for action, which shall consist of approving or disapproving except that, when necessary, recommendations are referred to the President and/or the Board of Trustees for action.
- Section 3. The Faculty Senate shall have an active and integral role in the selection and evaluation of the President, Vice President and Chief Learning Officer,

and the deans, consistent with the policies of the Board of Trustees.

Section 4. If the Faculty Senate and the Vice President and Chief Learning Officer are in disagreement on a serious academic policy issue in the areas discussed in Article I, Section 2, the President of the College will resolve the disagreement.

Article V. Supportive Services

The College shall provide the Faculty Senate with such meeting facilities, office supplies, clerical assistance and the like as are necessary and reasonable in order for the Senate to carry out its responsibilities.

Article VI. Amendments

Section 1. Articles of the Constitution may be amended by a two-thirds vote of all the members by secret ballot. Such amendments must be forwarded to the Board of Trustees, through the President of the College, for approval or disapproval.

Section 2. In order to amend an article of the Constitution, the submitter of the amendment shall present it to the Executive Committee, who shall distribute the proposed change(s) in writing to the members at least 30 days in advance of the vote on the amendment(s).

Bylaws of the Faculty Senate of Saint Joseph's College

Article I. Officers

Section 1. Nominations for officers are solicited in writing from the membership before the last Faculty Senate meeting of the academic year. Nominations for officers may also come from the floor at the time of the elections.

Section 2. Elections shall be conducted by secret ballot at the last meeting of the academic year. A majority vote of members present shall be required for election, assuming a quorum (1/2 of the membership) has been met. If no candidate for an office receives a majority, there shall be a run-off election between the two candidates with the highest vote totals.

Section 3. The officers will serve one-year terms beginning immediately after commencement. The officers may succeed themselves.

Section 4. The duties of the President of the Faculty Senate shall include:

- a. Calling and presiding over meetings of the Senate.
- b. Coordinating the Faculty Senate’s representation to the administration.
- c. Overseeing the annual election of three representatives from the part-time faculty to serve as members of the Faculty Senate.
- d. Conducting elections of faculty to institutional and other committees where called for in the *Faculty Handbook* and determining the need for ad hoc committees.

Section 5. The Duties of the Vice President of the Faculty Senate shall include:

- a. Assisting the President of the Senate in fulfilling Senate responsibilities.
- b. Presiding over the Senate in the absence of the President.

Section 6. The Duties of the Recording Secretary shall be:

- a. Recording the minutes of each meeting.
- b. Reporting to the Faculty Senate in writing the proceedings of each meeting.

Section 7. The Corresponding Secretary shall handle appropriate correspondence.

Article II. Executive Committee Role

Section 1. The Executive Committee shall serve as the Faculty Senate's representatives to the administration and report to the Faculty Senate as appropriate.

Section 2. The Executive Committee shall report to the Faculty Senate details of its deliberations with the administration that come under the jurisdiction of the Faculty Senate.

Section 3. The Executive Committee shall act as the *Faculty Handbook* Revision Committee.

Section 4. The Executive Committee shall recommend to the Vice President and Chief Learning Officer a budget for the Faculty Senate each year.

Section 5. The Executive Committee shall meet at least once annually with the Student Life and Learning Committee of the Board of Trustees.

Article III. Meetings

Section 1. The President of the Faculty Senate, after consulting with the membership, shall publish a schedule of meetings for each semester of the year. Meetings shall ordinarily occur monthly.

Section 2. The time and place of special meetings shall be determined by the President of the Senate.

Section 3. The official quorum shall be one-half of the membership.

Section 4. The agenda shall be prepared by the Executive Committee and distributed to the members at least one working day in advance of each meeting. Any member may place items on the agenda.

Section 5. Minutes of each Faculty Senate meeting shall be prepared by the Recording Secretary and distributed to all the members of the Faculty Senate.

Section 6. The President of the Senate shall appoint a Parliamentarian and meetings shall be conducted according to the most recent edition of Robert's *Rules of Order*, with the following exceptions and additions:

1. The Chair may introduce motions and speak for them during debate, so long as he or she is acting on behalf of the Executive Committee.
2. Members may speak on a given motion as often as they wish, provided they duly gain the floor.
3. Unless otherwise indicated by the Chair or by a vote of the Senate, members must limit their comments in debate on a single motion to five minutes per turn.
4. Members may refer to other members in debate by name and may address comments and questions to other members instead of to the Chair.
5. The Chair may form a queue of members wishing to speak in discussion of a motion, and members need not rise to be recognized (raising one's hand will suffice.) Nevertheless, the Chair may deviate from the order of the Queue in order to ensure that different opinions are voiced in a timely manner.
6. In populating a committee, members will be elected based on a Plurality system – the member with the most votes will get the first

slot, the member with the second most votes will get the second slot, etc., until all slots are filled, provided other requirements are followed (such as requirements of tenure status or rank.)

7. Time may be devoted to general discussion that is not aimed at any particular motion, but not at the expense of that session's business requiring a vote.

Section 7. Special meetings may be called by the Executive Committee or by petition of one-fourth of the members of the Faculty Senate.

Article IV. Standing Committees of the Faculty Senate

Section 1. There shall be seven standing committees of the Faculty Senate (4-Year College Educational Policies Committee, Graduate Educational Policies Committee, Undergraduate Distance Education Educational Policies Committee, Rank and Tenure Committee, Educational Standards Committee, Faculty Development Committee, and Library Committee), whose members are elected by the Faculty Senate.

Section 2. 4-Year College Educational Policies Committee

A. Committee Purpose

The 4-Year College Educational Policies Committee shall make recommendations to the Faculty Senate concerning College undergraduate curricula and academic policy for the 4-Year College.

Recommendations that would entail changes in existing programs, such as the addition of new courses, changes in requirements, credits, etc., must first be referred to the appropriate department(s) before being presented to the Faculty Senate. A change that would alter the structure of a department or significantly affect another department would be considered a major change and therefore be treated as a proposal by the committee. A change that has little or no significant effect on the structure of a department and does not affect another department would be considered a minor change and be presented by the committee as a report. All proposals and reports are forwarded to the Faculty Senate and the appropriate Dean as well as the Vice President and Chief Learning Officer. Proposals require a vote by the Senate.

B. Membership

The Committee shall consist of seven faculty elected by the Faculty Senate for two year terms, four elected one year, and three the next. The Dean of Undergraduate Studies is an ex officio

member without vote and the Associate Dean of Academic Affairs and the Senior Director of The Learning Commons are ex officio members with vote.

Section 3. Online Educational Policies Committee

A. Committee Purpose

The Online Educational Policies Committee shall make recommendations to the Faculty Senate concerning undergraduate and graduate curricula and academic policy for the College's online programs. Recommendations that would entail changes in existing programs, such as the addition of new courses, changes in requirements, credits, etc., must first be referred to the appropriate department/programs before being presented to the Faculty Senate. A change that would alter the structure of a department/program or significantly affect another department/program would be considered a major change and therefore be treated as a proposal by the committee. A change that has little or no significant effect on the structure of a department program and does not affect another department/program would be considered a minor change and be presented by the committee as a report.

All proposals and reports are forwarded to the Faculty Senate and the Vice President and Chief Learning Officer. Proposals require a vote by the Senate.

B. Membership

The Online Educational Policies Committee shall consist of two faculty members elected by the Faculty Senate for two years, one elected one year, the other the next. The Dean of Graduate Studies, the Chair of the Nursing Department, one graduate and one undergraduate Nursing faculty (elected by the nursing department for 2-year terms), the Chair of the Education Department, the Senior Director of the Learning Commons, and all online program directors, are ex officio members with vote. The Vice President and Chief Learning Officer and the Dean of Undergraduate Studies shall be non-voting members of the Committee.

Section 4. The Rank and Tenure Committee

A. Committee Purpose

1. The Rank and Tenure Committee shall review and evaluate applications for promotion and/or tenure, and the Faculty Scholarship/Teaching Awards. The Rank and Tenure Committee shall also conduct the third-year review for faculty on the tenure track.

2. Recommendations for promotion or non-promotion of full-time faculty members shall be forwarded to the Vice President and Chief Learning Officer who shall then forward them to the President together with his/her own recommendations.

3. Recommendation for tenure or non-tenure of full-time faculty members shall be forwarded to the Vice President and Chief Learning Officer who shall then forward them to the President together with his/her recommendations.

4. They shall from time to time make recommendations to the Executive Committee on the *Faculty Handbook* as to the basic measures that should be included in the appointment of members of the faculty and the guidelines for promotion and tenure.

5. Recommendations for the Faculty Scholarship/Teaching Awards shall be forwarded to the Dean of Undergraduate Studies.

B. Membership

The Rank and Tenure Committee shall consist of five tenured faculty members elected by the Faculty Senate for two-year terms, one of whom must be a full professor. The Dean of Undergraduate Studies shall be a non-voting member of the Committee. Given the gravity and impact of the Committee's reviews and recommendations, provision shall be made to preserve objectivity and freedom from bias in the deliberations. To that end, at the time of election of Rank and Tenure Committee members in the Faculty Senate, two tenured faculty members will be elected to serve for a one-year term as alternates for reviewing candidates for third-year review, promotion, or tenure. An alternate will take the place of a recused member of the Rank and Tenure Committee when reviewing individual cases where a conflict of interest, or the appearance of a conflict of interest, arises for an individual member of the Committee. A conflict of interest, or the appearance of a conflict of interest, occurs when a candidate from the same department as a Committee member is being considered, or a candidate is a spouse or partner of a Committee member. In these cases, the Committee member will be recused and replaced by an alternate. The alternate shall serve only for the case in question, and shall be notified of the need for service no less than 3 weeks before the date of Committee deliberations. Faculty members who intend to apply for promotion should not serve on the Rank and Tenure Committee in the year of their application.

Section 5. Educational Standards Committee

A. Committee Purpose

The role of the Educational Standards Committee shall be to develop sound policies and guidelines concerning academic standards.

B. Membership

The Educational Standards Committee will include seven faculty members. The faculty members shall be elected for two-year terms, four in one year and three in the next. The Associate Dean of the College, Director of Financial Aid, Registrar will be ex officio members with votes. The Dean of Undergraduate Studies shall be a non-voting member of the Committee.

Section 6. Faculty Development Committee

A. Committee Purpose

1. In order to contribute to the attainment of excellence in teaching, the Faculty Development Committee develops guidelines and implements policies, procedures and programs that will enhance professional and instructional development of the faculty and recommends institutional changes and improvements necessary to accomplish these goals.
2. The Committee with the Dean of Undergraduate Studies disperses funds related to faculty, research, and travel in accordance with the procedures developed by the Committee.
3. The Committee develops and implements procedures for making recommendations regarding sabbaticals.

B. Membership

The membership of the Faculty Development Committee shall consist of five faculty members elected by the Faculty Senate for two-year terms, three elected one year, two the next year. The Dean of Undergraduate Studies shall be a non-voting member of the Committee.

Section 7. Library Committee

A. Committee Purpose

The Library Committee, which is an advisory committee to the Senior Director of the Learning Commons, reports to the Faculty Senate concerning library policies. Recommendations for the creation, development, and revision of library policies are made to the Senior Director of the Learning Commons. These policies may include, but are not limited to, circulation, collection development, information services, library utilization, and general operations.

B. Membership

The membership of the Library Committee shall consist of five faculty members elected by the Faculty Senate for two year terms, three elected one year, two the next; and one faculty member from the online programs elected by the online program directors for two years. The Senior Director of the Learning Commons and the professional librarians from the library staff shall be ex officio members with a vote. The Dean of Undergraduate Studies shall be a non-voting member of the Committee.

Section 8. Officers of Standing Committees

1. Each standing committee of the Faculty Senate shall elect a chair and secretary.
2. The chair shall be a faculty member and shall be elected by the majority vote of the membership for one year at the first meeting of the academic year and shall serve until a new chair is elected. The chair shall determine the time and place of the meetings; prepare and distribute the agenda prior to the meeting, and present the committee's reports at Faculty Senate meetings.
3. The secretary shall be a faculty member and shall be elected at the first meeting of the academic year. The secretary shall record the minutes of the meetings, distribute them to the President of the Faculty Senate and the members of the committee, and post them in the faculty lounge.

Section 9. Meetings of Standing Committees

1. Standing committees of the Faculty Senate shall meet monthly during the academic year, and otherwise as needed. Meetings shall be called by the committee chair, but also may be called by the petition of the majority of the members of the committee.
2. Committee members may place items on the agenda of meetings.
3. Minutes of committee meetings shall be made available to members of the Faculty Senate.
4. A quorum for committee meetings shall consist of a majority of committee members.

Section 10. Ad Hoc Committees of the Faculty Senate

Faculty members may be appointed to ad hoc committees by the President of the Faculty Senate. Such committees fulfill a specific charge and automatically disband upon completion of the prescribed task, or are disbanded by the person who established the ad hoc committee by notifying the members of the ad hoc committee and the Executive Committee of the Faculty Senate of the committee's disbandment. Service on such committees counts as service to the College and such service should be indicated on the evaluation forms submitted to the Rank and Tenure Committee.

Article V. Amendment of Bylaws

Articles of the Bylaws may be amended by a majority vote of all the members, voting by secret ballot at a formal meeting of the Senate. Such amendments must be consistent with the scope and substance of the Faculty Senate Constitution.

Chapter 11 - Provision for *Faculty Handbook* Revision

Contractual portions of the Faculty Handbook are Chapters 1-7, and 9-11. Amendments to Chapters 1-7, 9 and 11 of the *Faculty Handbook* can be initiated by the Faculty Senate, the President, or the Board of Trustees. Amendments to Chapter 10, the Constitution of the Faculty Senate, will follow the rules outlined there. It is recommended that a particular proposal to revise the *Faculty Handbook* contain no more than one alteration of substance.

Role of the Faculty Senate

- a. When proposals originate, they will be considered by the Executive Committee of the Faculty Senate. Without prejudice to its procedures, this committee, upon receipt of a revision proposal, may choose one of the following courses of action:
 1. It may receive and transmit the proposal to the Faculty Senate without change or comment.
 2. It may endorse it and attach its endorsement to the original proposal.
 3. With the consent of the submitter, it may either alter or amend a proposal before transmitting it to the Faculty Senate.
 4. If the submitter does not agree to such alterations or amendments, the Committee may object to the proposal and attach its objections or amendment before sending it to the Faculty Senate.
- b. The Faculty Senate shall accept or reject the amendment by a simple majority vote of that body with the exception of the Constitution of the Faculty Senate (see page 33). The Faculty Senate may modify the proposal and accept the modification, or may return the proposal to the Executive Committee for further work or modification.
- c. Amendments approved by the Faculty Senate in accordance with this Section shall be forwarded to the Dean of Undergraduate Studies for further action.

Role of the Vice President and Chief Learning Officer and the President

- a. The Vice President and Chief Learning Officer may accept, reject, or remand the proposed amendment. If accepted by the Vice President and Chief Learning Officer, the proposed amendment is forwarded to the President. The Vice President and Chief Learning Officer shall inform the President of all proposed amendments to the *Faculty Handbook*.
- b. The President also may accept, reject, or remand the proposed amendment.

- c. Should either the Vice President and Chief Learning Officer or the President disagree with the Faculty Senate's proposed amendment, then the Vice President and Chief Learning Officer and/or the President shall meet with the Executive Committee of the Faculty Senate to discuss the next steps, which may include further study, modification, and/or resubmission of the proposal.

Role of the Board of Trustees

Proposals for revision of the *Faculty Handbook* shall be submitted by the President of the College for action to the Board of Trustees. The revision process is concluded in accordance with the action of the Board of Trustees.

General Rules of Implementation

Any amendments approved by the Board of Trustees will take effect at the beginning of the next academic year. Any amendments to the contractual portions of the *Faculty Handbook* contained will take effect and be a part of the next contract extended to the effected faculty member by the College. Any grandfathering provision will be specific to a given policy and so noted in specific language.

A copy of the *Faculty Handbook* with current revisions will be available for inspection in the Office of the Vice President and Chief Learning Officer. All new full-time members of the faculty shall receive a copy of the *Faculty Handbook* at the time of their initial appointment. Continuing members of the full-time faculty will receive copies of approved amendments upon their approval by the Board of Trustees.

Part III

**ACADEMIC POLICIES AND PROCEDURES OF INFORMATION
TO THE FACULTY**

The Saint Joseph's College Catalog and Faculty Handbook contain the most recent statement of official academic regulations. Faculty members are expected to be thoroughly familiar with the regulations.

Classroom Policies and Procedures

Admittance to Class

Faculty members are to admit to their classes only students who are pre-registered with the Registrar and who are present on a class list issued by the Registrar. If they do not have proper authorization for admittance to the class, faculty members are to refer students to the Office of the Registrar.

Class Meetings

The Registrar schedules the time and location of all classes. Faculty members may not change these without the approval of the Dean of Undergraduate Studies. Faculty members are expected to meet with their classes at the scheduled hours throughout the academic year. If the faculty member is unable to meet with a class for any reason, he or she is expected to inform the Office of Academic Affairs in sufficient time to permit a proper notice to be posted. In the event that a faculty member knows in advance that he or she will be unable to meet with classes for several meetings, it is expected that he or she will inform the Dean of Undergraduate Studies of a plan to obtain a substitute or to provide the class with work assignments to be done in lieu of formal classes.

Attendance

Students are expected to be present at all their regularly scheduled classes. A student is either in class or is marked absent regardless of the reason for the absence. No excuse for absence is issued by any administrative office. In the event of prolonged illness, accident, or similar emergency, the Office of Academic Affairs should be notified, and the faculty member will be advised.

Each course syllabus shall make a clear statement concerning the course policy for absence and subsequent make-up work. A copy of this syllabus shall be submitted to the Office of Academic Affairs.

When in the judgment of the faculty member a student's absences threaten to lower the student's academic achievement or lead to failure, a written warning may be given to the student by the faculty member. Copies of this warning shall be sent to the Office of Academic Affairs and to the Office of the Registrar. Students in danger of failing should be advised to make an appointment with their faculty advisor, the Registrar, or with the Office of Academic Affairs for counseling and guidance.

If the pattern of unsatisfactory work caused by absence continues despite this warning, the faculty member may recommend to the Office of Academic Affairs that the student be withdrawn from the course with the grade of WF. If approved, the WF grade will be entered on the student's official transcript and is so computed.

If a faculty member is late to class, students are required to wait 10 minutes. If at the end of that period, the faculty member has not arrived, the students present must sign their names on a record sheet and give it to the Office of Academic Affairs.

Add / Drop and Withdrawal from Class

Within the first five (5) days of classes from the start of the term, students may add or drop courses. This is referred to as the "Add/Drop Period." The dates are published yearly in the Academic Calendar. Students are suggested to consult with their academic advisors prior to making any changes to their course schedule. For courses dropped during the Add/Drop Period, no notations will appear on student permanent academic records (an exception would be if a student withdraws from all courses during the add/drop period). After the Add/Drop Period, and through the seventh week of the term. Students with required approvals may withdraw from courses and receive grades of "W" which are not computed into student GPAs. After the seventh week of the term, students may withdraw from courses with the required approvals, but these withdrawals will result in failing grades of "WF" which are computed in the students' GPA.

Dismissal from Class

A faculty member may not permanently dismiss any student from class. A student who is guilty of a serious breach of discipline in the classroom may be suspended from that class and sent to the Dean of Undergraduate Studies. If the faculty member is of the opinion that the student should not be allowed to return to the class, he or she must submit a written report to the Dean of Undergraduate Studies. In any instance of suspension from class, some return communication is

in order between the Dean of Undergraduate Studies and the faculty member prior to the readmission of the student to class.

Copies of Syllabi

A copy of all syllabi should be submitted to the Office of Academic Affairs at the beginning of every semester.

Mid-Point Warning

Midway into each term, faculty have the ability to enter mid-term deficiency grades for all students whose current course grade is a “C” or below. ALL faculty are asked to log into [Web Services/Campus Cafe](#) to enter grades for students who fall into the aforementioned category (if you prefer paper copies of your class rosters, please notify my office and we will furnish them for you). These grades will be recorded on the same screen on which you access your student roster. Students will be given online access to these grades.

Guest Lecturers

Faculty members occasionally may (and as funds permit) invite guest lecturers to speak before their classes. Any stipend will depend upon budgetary circumstances within the department.

Field Trips

The instructor should arrange field trips in advance in order that trips do not conflict with other courses. Students are ultimately responsible for classes missed because of participation in a field trip. In all cases a faculty member, in consultation with the department chair and the Dean of Campus Life, must make sure liability is covered for actions while in a field trip situation. This may often mean the students rather than the College will need to assume some of the liability. The Dean of Campus Life will provide proper waivers and assurances.

Student Records

Student records are under the immediate jurisdiction of the Registrar. All records are confidential. The Registrar makes records available to the academic officers of the College. Others may request necessary information through the Office of the Registrar. The “Privacy of Student Records” section of the Student Handbook covers the confidentiality and privacy of student records.

Final Examination Policy

A final examination is ordinarily given for each course during the final exam days scheduled by the college. Students shall take final examinations as scheduled except for the following situations.

- Final examinations are not to be scheduled on Reading Day.
- Students who have three or more final examinations on one day may choose to take the middle examination at an alternate time mutually acceptable to the student and the faculty member. Students who wish to do this must consult the appropriate faculty member as soon as possible, but no later than two weeks before the last scheduled class.
- Students who have a serious illness or personal emergency should call the Office of Academic Affairs as soon as possible to discuss the situation. If the final examination may be missed, the Office of Academic Affairs will consult with the appropriate faculty member. If the request is approved, the student should then contact the faculty member as soon as feasible to schedule the final examination at a mutually acceptable time.

Transportation or vacation issues are not considered valid reasons to alter the final examination period.

Copies of Final Examinations

Faculty members are to submit copies of term examinations to the Office of Academic Affairs.

Conduct in Examination

The faculty member who is present in the classroom is the judge of the conduct of the students during an examination. If there is any dishonesty, the instructor determines the penalty. The student may appeal the decision as to guilt and penalty by applying to the Dean of Undergraduate Studies for a hearing by an ad hoc faculty committee chosen by the Dean of Undergraduate Studies from members of the Educational Standards Committee.

Submission of Grades

The faculty member is expected to submit a completed term grade report for each one of his or her classes within the time designated by the Office of the Registrar. Faculty members are to submit grades within 72 hours after the examination. Exceptions require prior approval by the Dean of Undergraduate Studies.

Request for Review of Course Grade

When a student believes there is a discrepancy between the grade earned and the grade received in a course, the student is encouraged to seek an acceptable resolution through a discussion with the instructor of the course as soon as possible. The instructor should submit any grade change in writing to the Registrar.

If a satisfactory resolution is not reached, a student may initiate a formal appeal by taking the following steps:

1. The Student Request for Review of Grade form is available in the Office of Academic Affairs. The student must submit this form in writing to the Office of Academic Affairs with all supporting documentation, including but not limited to the course syllabus and all graded assignments. The student should submit documentation within 15 calendar days after the first official day of classes in the semester following the one that the grade was received.
2. The Dean will forward the appeal to the faculty member for evaluation and will render a decision on the student's appeal.
3. If a satisfactory resolution is not reached, the Dean will convene the Academic Review Committee. The Educational Standards Committee appoints this committee. It consists of three faculty members, one of whom is a member of the Educational Standards Committee.
4. The recommendation of the Academic Review Committee is submitted to the Dean who then files the final decision with the Registrar.

Records

The faculty member is expected to preserve all final examinations and records of grades and attendance for at least two full years following the completion of a particular course.

Faculty Evaluations

Students in each course evaluate non-tenured faculty members each term. Students in each course evaluate tenured faculty during one term of each academic year. The individual faculty member may determine which term he or she is evaluated. A standardized form is used for both tenured and non-tenured faculty. Immediately upon completion, the faculty member or student designee returns all evaluation forms to the Office of Academic Affairs.

Faculty and department chairs are required to review all course evaluations in the semester following the students' evaluation.

Department chairs complete a separate faculty evaluation form that is returned to the Office of Academic Affairs.

Students complete evaluations of faculty members on forms approved by the Faculty Senate and provided by the Office of Academic Affairs.

Promotions

Promotion from Assistant Professor to Associate Professor results in a minimum raise of \$4000 applied to the individual's base salary in the subsequent contract year.

Promotion from Associate Professor to Full Professor results in a minimum raise of \$8000 applied to the individual's base salary in the subsequent contract year.

Procedures for Hiring New Faculty (Full-time or Part-time)

In order to promote fairness in the hiring process and allow Saint Joseph's College to hire the best personnel for a faculty position, Department Chairs must first notify Human Resources (HR) regarding an approved open position (FT or PT) within their area. A copy of the job description must also be forwarded to HR for the job posting. All jobs are posted for a minimum of five (5) calendar days after which the Department Chair and the designated search committee will review, rank and interview candidates using HR's applicant tracking system. A reference check is required for selected finalist(s) – three (3) professional references must be checked.

Note: This process is not required for "returning adjuncts".

Library Services

The Daniel and Kathleen Wellehan Library is located in the Heffernan building.

Collection Development

Collection development refers to the on-going activity of systematic acquisition and deaccessioning of library materials. (Library materials can be in various formats, including print, audio, video, or online.) The Library's *Collection Development Policy* establishes principles and guidelines upon which decisions are made when adding or withdrawing materials from the Library's collection. It is the Library's goal to develop and maintain a balanced collection of physical materials and online resources to support and enrich the curricula of Saint Joseph's College. Collection development is intended to be a cooperative endeavor carried out by members of the library staff and faculty.

Circulation Policy

Saint Joseph's College faculty may check out Wellehan Library circulating items for one semester with one renewal of one semester. (Journals and reference books do not circulate.) For items requested from Minerva/MaineCat libraries or borrowed through interlibrary loan, due dates and renewals will vary as they are set by the lending libraries.

Faculty also have in-person lending privileges through the Greater Portland Alliance of Colleges and Universities at the libraries of the Maine College of Art, Southern Maine Community College, University of New England, and the University of Southern Maine.

Online Resources

All online resources (journals, ebooks, and databases) are accessible, both on and off-campus, via the Library's website, as is the catalog, Minerva, for searching the physical collections.

Information Literacy Instruction

Faculty may request specialized, course-related information literacy instruction for students by contacting the Head of Reference and Information Literacy.

Interlibrary Loan

The library offers Interlibrary Loan (ILL) to faculty members free of charge. Forms for submitting ILL requests may be found on the Library's website.

Course Reserves

Library staff manage a physical reserve shelf and an electronic reserves (e-reserves) system in Brightspace. Both provide faculty with the ability to make available to their students required course readings for educational and non-commercial use only.

Media Relations Policy

The Marketing and Public Relations Office of Saint Joseph's College coordinates media relations activities for the College and acts as the official news source and the principal contact for all official College related communications between Saint Joseph's College and any media representative. Only individuals specifically authorized to do so will publicly speak on behalf of the College. Faculty members contacted by the media for input as subject matter experts, not about College business, may continue the practice of responding to the SME requests. It is the responsibility of the faculty member to notify the Marketing and Public Relations office of the media contact for administrative purposes.

If you are contacted by a member of the media or would like to publicize an event or activity related to the College, please contact the Marketing and Public Relations Office before providing any quotes or materials to the media. The Marketing and Public Relations Office must be notified of all potentially sensitive, contentious or controversial media inquiries with respect to Saint Joseph's College activities.

Media relations and the distribution of information for the Saint Joseph's College Athletic programs are managed by the Sports Information Director.