



FACULTY HANDBOOK

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Introduction

This Handbook codifies the rights and obligations of the faculty of Mount Saint Mary's University, Los Angeles. It applies to all faculty members, regardless of rank or appointment, or program assignment, unless otherwise specified. It is intended to provide information and guidance for all faculty members and to reflect the University's policy of shared responsibility and authority in the decision-making process. The principal source and responsibility for this document derive from the faculty through the Faculty Policy Committee. Any revisions or additions to this Handbook must be passed by the Faculty Assembly and approved by the Board of Trustees upon the recommendation of the Provost and the President.

Members of the faculty should find this Handbook useful as a formalized statement of the policies and procedures of the institution; however, it does not convey the spirit of the Mount that is rooted in the Mission of the University and deeply imbued in the University community. That spiritual element, which many feel constitutes the true governing force of the University, cannot be conveyed in this text but must be experienced.

Faculty Mission Statement

In the Spirit of the Founders of our University, the Sisters of Saint Joseph of Carondelet, Mount Saint Mary's faculty is dedicated to the mission of educating our students to become all they are capable of being. We are devoted to providing a superior education enhanced by an emphasis on building leadership skills and fostering a spirit to serve others. Our measure of success is graduates who are committed to using their knowledge and skills to better themselves, their environments, and the world.

For our faculty, academic freedom in research, teaching, and publication is fundamental to the advancement of truth and learning. Freedom of thought and expression is essential to fulfill our mission and obligations as academics and educators.

Commitment to Diversity

We are committed to diversity in all its possible forms with emphasis on the importance of human rights, equity, fairness, inclusiveness and diversity in the broadest sense including differences in gender, race, ethnicity, generational history, culture, socioeconomic class, religion, sexual orientation, national origin, citizenship status, political perspectives, geographic origin, and physical ability. Mount Saint Mary's University strives to be a place where all people feel welcome. Engaging with others from a variety of different backgrounds improves and enriches our learning, living, and working environments.

I. The Faculty

A. Appointments

Faculty members shall hold one of four appointments at the University:

1. Tenured/Tenure-Track Appointment
2. Contractually Limited Term (CLT)
3. Percentage Contract; or
4. Adjunct

At the time of appointment, the Provost, in consultation with the President and Department Chair, shall designate the type of appointment to be held by the faculty member. An offer of employment shall be made in the form of a contract from the President of the University and shall include the appointment type and salary. The contract shall be rendered void unless the appointee returns the signed contract to the Office of the Provost within fourteen (14) working days. The University shall not be held to any oral agreements not included in the provisions of the employment contract.

A.1 Tenure-Track Appointments

Faculty members hired initially into a tenure-track appointment shall hold the rank of Assistant Professor. Based on position, qualifications, and professional experience, the Provost, in consultation with the President and Department Chair or Program Director, may grant a newly hired tenure-track faculty member the rank of Associate or Professor. The terminal degree in the discipline and area of appointment, or in a related field if approved by the Provost, is required for those appointed to tenure-track positions. Where approved by the Provost, a tenure-track faculty member may be hired before completion of the terminal degree and shall hold the rank of Instructor until completion of the terminal degree. The appointment contract will indicate the time-frame within which the terminal degree must be conferred. No tenure-track faculty member without a terminal degree may be promoted or receive tenure.

Unless otherwise specified in the employment contract, the probationary period for a faculty member initially hired into a tenure-track appointment shall be no less than two (2) and no more than six (6) years. During the probationary period, the faculty member will be reviewed regularly, as described in the "Faculty Review Procedure," section I.C.2. Tenure review will be conducted during the last year of the probationary period, as described in section I.C.3. Upon grant of tenure, faculty members shall hold the rank of Associate Professor. A tenured faculty member holding the rank of Associate Professor for at least four (4) years may apply for promotion to the rank of "Professor" as described in the "Promotion Procedure," section I.C.4.

A.2 Contractually Limited Term Appointments

Faculty members hired initially into a Contractually Limited Term (CLT) appointment, and who hold the terminal degree, shall hold the rank of Assistant Professor. Faculty members hired into a CLT appointment, and who hold a master's degree, shall hold the rank of Instructor. A master's or doctoral degree in the discipline of employment, or a related area if approved by the Provost, is required for those appointed to CLT positions. Unless otherwise approved by the Provost, the initial contract period shall be one academic year.

After completion of five successful contract years, based on the Faculty Review Procedure, section I.C.5, a Department Chair or Program Director may request that the faculty member's contract be renewed for up to five (5) additional years. Contracts may be renewed continually for up to 5 years during the final year of each term. Faculty members with CLT appointments will be reviewed regularly, as described in the "Faculty Review Procedures," section I.C.5. After successful completion of five (5) contract years, CLT faculty members who hold the approved terminal degree may apply for promotion to Associate Professor as described in section I.C.6. A CLT faculty member holding the rank of Associate Professor and the approved terminal degree for at least four (4) years may apply for promotion to Professor as described in the "Promotion Procedure," section I.C.7. A faculty member with a CLT appointment is not eligible for tenure.

A department or program may request that a CLT position be converted into a tenure-track line if, after five years, that position can be demonstrated to be necessary to the successful functioning of the department or program. The request shall be made to the Provost and shall be considered in accordance with the procedures for requesting new employment lines. A search shall be conducted in accordance with University policy, and qualified faculty within the department or program may apply.

A.3 Percentage Contract Appointments

Faculty members hired into a percentage contract appointment shall hold the rank of "Instructor." A master's degree or doctoral degree in the discipline of employment or, where approved by the Provost, a related field, is required for those appointed to percentage contract appointments. The number of units taught and other responsibilities to be fulfilled shall be stated in writing in the contract of employment. The initial contract period, unless otherwise approved by the Provost, shall be one academic year. Percentage contract faculty members are not eligible for tenure or promotion. There is no expectation that employment will be renewed after the completion of the contract period. Percentage contract faculty members are under the supervision of the Department Chair or Program Director. After a percentage contract faculty member has completed five (5) years at the University, the Provost, at the request of the Department Chair or Program Director, may approve a multiple-year employment contract for that faculty member. The multiple-year employment contract may not exceed five years.

A.4 Adjunct Appointments

Faculty members hired into an adjunct appointment shall hold the rank of "Instructor." A master's or doctoral degree in the discipline of employment or related field is required for those appointed to adjunct positions. Adjunct appointments are limited to a specified number of units, to be stated in the employment contract. Units may not exceed nine (9) in any one academic term unless otherwise approved by the Provost. Adjunct faculty members are not eligible for tenure or promotion. There is no expectation that employment will be renewed after the completion of the contract period. Adjunct faculty members are under the supervision of the Department Chair or Program Director. After an adjunct faculty member has completed five (5) years at the University, The Office of the Provost, at the request of the Department Chair or Program Director, may approve multiple-year employment contracts for that adjunct faculty member, not to exceed five years and nine (9) units per academic term.

In accordance with the California Board of Registered Nursing, clinical adjunct faculty in Nursing Programs may hold the Bachelor of Science in Nursing (BSN).

A.5 Exceptions to Faculty Degree Requirements:

In the Department of Business, the Master's Degree in Business Administration (MBA) is considered to be the terminal degree.

In the Department of Nursing, the Master's Degree in Nursing, or related field as approved by the Provost, is considered to be the terminal degree.

For faculty hired in creative writing and visual and performing arts, the Master of Fine Arts (MFA) may be considered the terminal degree.

For any other exceptions, the Department Chair or Program Director must apply to the Faculty Status Committee. The Faculty Status Committee shall forward its recommendation to the Provost. The Provost, in consultation with the President, shall have ultimate authority for approval of exceptions.

B. Faculty Responsibilities

Tenured and tenure-track faculty must perform successfully in four areas of faculty responsibility: 1) teaching; 2) academic advisement; 3) scholarly activity; and 4) department and University service. Additional areas of responsibility must be specified as part of the employment contract. That contract (excluding salary) must be provided to the faculty member's Chair or Program Director, and the Faculty Status Committee, for purposes of review.

Contractually limited term faculty must perform successfully in four areas of faculty responsibility: 1) teaching; 2) academic advisement; 3) scholarly activity; and 4) department and University service. Additional areas of responsibility must be specified as part of the employment contract. That contract (excluding salary) must be provided to the faculty member's Chair or Program Director, and the Faculty Status Committee, for purposes of review.

Percentage contract faculty must perform successfully in teaching and any other responsibilities specified as part of the employment contract. That contract (excluding salary) must be provided to the faculty member's Chair or Program Director for purposes of review.

Adjunct faculty must perform successfully in teaching and in any other areas of responsibility specified as part of the employment contract. That contract (excluding salary) must be provided to the faculty member's Chair or Program Director for purposes of review.

B.1 Teaching

Successful teaching performance consists of faculty preparation, approaches, and techniques that promote student learning in a course. Successful teaching includes, but is not limited to:

- Ability to establish a rapport with students;
- Capacity to encourage a spirit of inquiry;
- Collection of data as directed for department and general education assessment;
- Command of subject;
- Continued growth in teaching methods;

- Effective organization; and
- Preparation and communication of course material.
- Attendance Policy:
Mount Saint Mary's University is not an attendance taking institution. This means faculty are not required to take daily attendance in their courses.

On rare occasions faculty are asked about student attendance by the University when individual student issues arise, and so it can be a helpful practice, but according to University policy taking daily attendance is not required.

- Start of Semester Roll Call:
Faculty are required to participate in the Start of the Semester Roll Call, where faculty confirm whether students were present in class during a specified week. For online courses, the determination of "present" will take into consideration whether a student participated in the course during the specified week. Instructions on how to conduct the Start of the Semester Roll Call will be sent by the Registrar to faculty members at the beginning of each term. Start of the Semester Roll Call is not equivalent to taking attendance.

To be granted tenure and promotion, eligible tenure-track faculty members must continue to successfully teach a full course load, unless otherwise specified in the employment contract, or unless course load time has been reassigned by agreement with the Provost. The normal teaching load is 21 units in an academic year.

To be granted promotion, eligible contractually limited term faculty members must continue to successfully teach a full course load, unless otherwise specified in the employment contract, or unless course load time has been reassigned by agreement with the Provost. The normal teaching load is 21 units in an academic year.

B.2 Academic Advisement

Successful academic advisement performance requires faculty preparation and engagement with students to assist them in gaining a meaningful experience at MSMU. Successful academic advisement includes, but is not limited to:

- Familiarity with the current academic requirements of University programs and students' academic progression in relation to the specific degree requirements per discipline;
- Helpfulness in developing an academic program plan that will assist students in timely graduation and fulfillment of career goals;
- Helpfulness in guiding students in such matters as career counseling, and academic concerns such as making referrals to Student Learning Resources and Counseling and Psychological Services;
- Willingness to be available to students for consultation outside the classroom; and
- Willingness to participate in faculty development through attendance at MSMU Faculty Academic Advisement Workshops.

To be granted tenure and promotion, eligible tenure-track faculty members must continue to successfully participate in the advisement responsibilities of the department or program. Where a faculty member has an advisement load of fewer than ten (10) students in any academic term, the faculty member may fulfill

advisement responsibilities by additionally serving in a variety of advisement roles. Examples include, but are not limited to: faculty advisor to an existing or new student club or organization; advisor to honors student(s) engaging in a thesis project. Other similar activity may be approved by the Department Chair or Program Director.

To be granted promotion, eligible contractually limited term faculty members must continue to successfully participate in the advisement responsibilities of the department or program. Where a faculty member has an advisement load of fewer than ten (10) students in any academic term, the faculty member may fulfill advisement responsibilities by additionally serving in a variety of advisement roles. Examples include, but are not limited to: faculty advisor to an existing or new student club or organization; advisor to honors student(s) engaging in a thesis project. Other similar activity may be approved by the Department Chair or Program Director.

B.3 Scholarly Activity

Successful performance in scholarly activity requires faculty to engage in the pursuit of knowledge and to make contributions to their academic discipline. Successful scholarly activity encompasses active performance across two categories: 1) production of original research/analysis, or, for faculty in creative writing and/or the performing arts, creative activity related to one's field or pedagogy; 2) participation in one's academic discipline that contributes to the production or distribution of scholarship for one's self or others.

Original Research/Analysis

Successful production of original research/analysis includes, but is not limited to:

- Original work to be delivered at professional conferences;
- Papers in progress;
- Publication in a peer-reviewed academic journal;
- Publication of book chapter(s) or book by an academic press;
- Publication regarding pedagogical practices;
- Research in one's academic field in progress;
- Research in one's academic field in support of program formation, continued academic viability, and/or accreditation;
- Research in pedagogical practices in progress;
- Research in one's academic field related to obtaining and/or fulfilling a grant award;
- Work co-authored and published with students in peer-reviewed academic journals or presses; and
- Work in progress for papers to be co-authored with students and presented at professional conferences.

Production of Creative Activity for Faculty in the Performing Arts

For faculty in creative writing and the visual or performing arts, examples of production of creative activity include, but are not limited to:

- Artistic production, presentation, or performance in a refereed or professionally recognized setting to an audience beyond the University;
- Creative production in the digital and media arts;
- Creation of documentaries;
- Publication of fiction or poetry in recognized journals or professional presses; and
- Publication of pedagogical practices or research.

Participation in Academic Discipline

Successful participation in one's academic discipline may be evidenced by a variety of activities. Examples include, but are not limited to:

- Editorial and refereeing duties;
- Maintaining professional licenses;
- Mentoring students in the pursuit, production, and/or presentation of scholarly or creative work as part of a research laboratory, program, studio, or inter-collegiate competition or conference;
- Organizing and/or curating conferences or exhibitions;
- Participation on editorial boards or juries for the evaluation of scholarly or creative work;
- Public speaking engagements related to one's academic expertise;
- Review of academic or creative work within one's field; and
- Speaking engagements related to one's academic expertise.

To be granted tenure and promotion to Associate Professor, eligible tenure-track faculty must demonstrate, with evidence, that they have engaged in both of these categories of scholarly activity, and had at least one peer-reviewed article accepted for publication in an academic journal, or book chapter or book published by an academic press, related to one's academic field or pedagogy. Faculty in creative writing and the visual or performing arts must demonstrate evidence of one publication as described above or performance or production of work in a refereed or professionally recognized setting beyond the University. A peer-reviewed publication, performance or production of work in a refereed or professionally recognized setting beyond the University, must occur while the tenure-track faculty is in the probationary period (also includes time credited to tenure) at MSMU.

To be granted promotion to Associate Professor, eligible contractually limited term faculty members must demonstrate, with evidence, that they have engaged in both of these categories of scholarly activity, and had at least one peer-reviewed article accepted for publication in an academic journal, or book chapter or book published by an academic press, related to one's academic field or pedagogy. Faculty in creative writing and the visual or performing arts must demonstrate evidence of one publication as described above or performance or production of work in a refereed or professionally recognized setting beyond the University. A peer-reviewed publication, performance or production of work in a refereed or professionally recognized setting beyond the University, must occur while the tenure-track faculty is in the probationary period (also includes time credited to tenure) at MSMU.

To be granted promotion to Professor, eligible tenured faculty members must demonstrate, with evidence, that they have continued to engage in both categories of scholarly activity, and had at least one additional peer-reviewed publication, post-tenure, in an academic journal or press, related to one's academic field or pedagogy. Faculty in creative writing and the visual or performing arts must demonstrate evidence of one publication as described above, or performance or production of work in a refereed setting beyond the University, post-tenure.

To be granted promotion to Professor, eligible contractually limited term faculty members must demonstrate, with evidence, that they have continued to engage in both categories of scholarly activity, and had at least one additional peer-reviewed publication, post-promotion to Associate Professor, in an academic journal or press, related to one's academic field or pedagogy. Faculty in creative writing and the visual or performing arts, must demonstrate evidence of one publication as described above, or performance or production of work in a refereed setting beyond the University, post-tenure.

B.4 Service

Successful performance in service requires active faculty contribution to the development of institutional policy and the effective functioning of the University and the department of appointment. In honor of the mission of our CSJ Founders, the Faculty Status Committee will consider faculty service to the local, state, national, or global community in the review process.

University Service

Successful University Service may be evidenced by a variety of activities. Examples include, but are not limited to, the following:

- Accreditation preparation;
- Applying for and receiving grant funding from external sources;
- Assisting institutional advancement;
- Grant management;
- Membership on, and running for, a University committee;
- Participating in the writing or editing of University publications;
- Representing the University at external conferences or workshops or organizations;
- Service on search committees outside of your department or program; and
- Speaking at University functions and events.

Departmental or Program Service

Successful departmental or program service may be evidenced by a variety of activities. Examples include, but are not limited to, the following:

- Applying for and receiving grant funding from internal University sources;
- Duties assigned by the Department Chair or Program Director;
- Regular attendance at scheduled department meetings;

- Representing one's department in Academic Advisement events, Admissions events, or external conferences;
- Service as Department Chair or Program Director;
- Service as Program Assessment Liaison (PAL); and
- Service on search committees inside the department or program of appointment.

To be granted tenure and promotion, an eligible tenure-track faculty member must demonstrate, with evidence, continued successful engagement in department and University service, including serving on an elected or appointed university committee or task force.

To be granted promotion, an eligible contractually limited term faculty member must demonstrate, with evidence, continued successful engagement in department and University service, including serving on an elected or appointed committee or task force.

Committees include, but are not limited to, those defined in section II of this Handbook, ad-hoc committees, search committees, accreditation committees, and University task forces.

C. Faculty Review Procedures

The Faculty Status Committee reviews faculty in accordance with the rules and procedures set forth in this Handbook. Tools of assessment, if any, used in the review of faculty must be approved by the Faculty Assembly and attached to this Handbook as an appendix. Any changes must be approved by the Faculty Assembly. The Faculty Status Committee must communicate to the faculty about the substantive and procedural standards of the Handbook and any tools it will use to assess faculty effectiveness. The Faculty Status Committee shall maintain a checklist of review requirements that has been approved by Faculty Assembly, to be included in this Handbook as an appendix. The Faculty Status Committee shall establish deadlines for submission of materials and disseminate those deadlines to faculty. Candid communication of these criteria is an integral function of the Committee. It is the responsibility of the faculty members to understand clearly their rights and the criteria for evaluation in the Faculty Handbook as well as to comprehend the procedures used by the Committee when making recommendations. Faculty members are reviewed according to the following schedule and procedures.

C.1 Review of Department Chairs and Program Directors; Faculty with Administrative Duties

The Provost shall establish, and clearly communicate, the administrative duties to be conducted by Department Chairs, Program Directors, or other Faculty assigned administrative duties by the Provost. If applicable, the contract must include any release time from faculty responsibilities. It is the responsibility of any faculty member under review by the Faculty Status Committee to inform that Committee of any changes to faculty responsibility requirements, and the Office of the Provost shall provide that contract (excluding salary) to the Committee.

Faculty assigned administrative duties are under the supervision of, and are to be reviewed by, the Provost in relation to those duties. For Department Chairs and Program Directors, the review shall include consultation with faculty members within that department or program. Performance of Department Chair, Program Director, or other administrative duties assigned by the Provost shall not be included in reviews by the Faculty Status Committee for purposes of tenure or promotion, except as recognition of service.

a) Duties of Department Chairs and Program Directors include, but are not limited to:

- Approving waiver or substitution of major or program requirements, as appropriate;
- Attendance at Academic Leadership Council Meetings;
- Budget supervision;
- Course scheduling;
- Ensure department and University Assessment responsibilities are met;
- Equitable assignment of advising responsibilities;
- Hiring and supervision of adjunct faculty;
- Managing internal department or program searches;
- Mediating issues arising among faculty members within department;
- Regular review of faculty members as described in sections I.C.2 through I.C.8;
- Requesting additional faculty lines, as appropriate;
- Requesting General Education recognition of courses, as appropriate; and
- Other duties as may be agreed upon in consultation with the Provost.

b) Appointment and Reappointment to Department Chair or Program Director:

- i) **Appointments.** Department Chairs and Program Directors are appointed by the Provost for an initial term of three consecutive years. The Chair or Program Director shall be a tenured faculty member, if possible.
- ii) **Reappointment of Department Chairs.** After completion of the initial three-year term, Department Chairs may be reappointed for up to an additional five years. Department Chairs shall serve no more than eight consecutive years. Faculty may return to the role of Chair after leaving the position for at least three consecutive years. Appointments will be renewed only where a majority of the Tenured/Tenure-track and Lecturer faculty in the department agree to the renewal, in consultation with the Provost. These time restrictions may be waived or extended where the size of a department, or other extenuating circumstances, prohibit the rotation of the Chair position.
- iii) **Reappointment of Program Directors.** After the completion of the initial three-year term, Program Directors may be reappointed continuously for up to an additional 3 years. There is no limit on the number of consecutive years a Program Director may serve. Program Directors will be reviewed by the Provost every three years and reappointment will be granted only after consultation with faculty in the Program.

c) Appointment of Faculty to Administrative Roles or Duties:

Faculty with administrative duties, roles or positions other than Chair or Program Director shall have duties appropriate to the position and as agreed upon and included in the contract agreement. If applicable, the contract must include any release time from faculty responsibilities. It is the responsibility of any faculty member under review by the Faculty Status Committee to inform that Committee of any changes to faculty responsibility requirements, and the Office of the Provost shall provide that contract to

the Committee. Administrative duties are not considered by the Faculty Status Committee for purposes of tenure or promotion, except as recognition of department and/or University service.

C.2 Tenure-Track: Probationary Faculty Review

The Faculty Status Committee reviews tenure-track faculty members each year throughout the probationary period. Tenure-track faculty will be reviewed for tenure no later than year six (6). In consultation with the Chair or Program Director, and the Provost, faculty may request deferral of tenure review. If such a deferral is granted, the Provost shall notify the Faculty Status Committee, and the Chair or Program Director, in writing, of the conditions of the deferral. Tenure-track faculty may apply for tenure any time after two years of service at the University with approval by the Department Chair or Program Director and the Provost, but no later than the 6th year. The Faculty Status Committee coordinates review with Department Chairs or Program Directors and individual faculty members. Dates for submission of review documents are established by the Faculty Status Committee. Applicants and departments shall have no less than thirty (30) working days after the start of the Fall semester to submit tenure review materials. Review requirements vary depending on the probationary year.

After holding tenure for four (4) years, or sooner with the approval of the Provost in consultation with the Department Chair or Program Director, tenured faculty members may apply for promotion to professor in accordance with section C.4.

- a) Means of evaluation include: i) Faculty Data Sheet; ii) current curriculum vitae (C.V.); iii) self-evaluation; iv) classroom observation; and v) teaching evaluations.
- i) **Faculty Data Sheet:** Each year the faculty member and the Chair or Program Director complete a faculty data sheet which addresses each area of faculty responsibility. The data sheet must be signed by both the faculty member under review and the Department Chair or Program Director. Where appropriate, the Chair or Program Director shall include a discussion of areas in need of improvement. In cases where the faculty member under review is a Chair or Program Director, the data sheet must be completed with a “cognate” (i.e. in a similar or related field) Chair or Program Director, or other Program Director in the same department. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director, which may include a Program Director in the same department.

Evaluation letters may be obtained at the request of the Committee.
 - ii) **Current Curriculum Vitae (C.V.):** The faculty member submits to the Faculty Status Committee an updated curriculum vitae (C.V.) each year.
 - iii) **Self-evaluation:** The faculty member submits to the Faculty Status Committee a self-evaluation in year three (3) and the year of tenure review addressing performance in the four areas of faculty responsibility.
 - iv) **Classroom Observation:** A member of the Classroom Observation Committee will make a classroom observation of the faculty member under review in the years one (1), three (3), and six (6), or year of tenure review. Additional classroom observations may be conducted at the request of the Faculty Status Committee. The Department Chair or Program Director shall include a classroom observation as part of the yearly evaluation process. Any tools of assessment used by the Classroom Observation Committee for classroom observations must be approved by the Faculty Assembly and be attached to this Handbook as an appendix. Any changes must be approved by the Faculty Assembly. The member of the Classroom Observation Committee shall work with the faculty member under review to determine an appropriate date for the observation.

- v) **Teaching Evaluations:** The appropriate University office shall provide the Faculty Status Committee access to the teaching evaluations of the faculty member under review for their consideration. The faculty member under review may file a response to any teaching evaluation.

C.3 Last Probationary Year for Tenure-Track Faculty: Tenure Application Review

The Faculty Status Committee and the Office of the Provost must inform Department Chairs and Program Directors of faculty members eligible for tenure application review. Tenure application review is normally initiated during the sixth or final year of probationary status. Time on leave does not ordinarily count as probationary service.

The Faculty Status Committee will notify the faculty member and the Department Chair or Program Director of eligibility for application of tenure. For faculty members applying for tenure before the sixth year, it is the responsibility of the faculty member to inform their Chair or Program Director and the Chair of the Faculty Status Committee of their intention to apply for tenure by the date established and announced yearly by the Faculty Status Committee.

If the faculty member's tenure application has been deferred in consultation with the Department Chair or Program Director and the Provost, it is the responsibility of the faculty member to contact their Chair or Program Director and the Chair of the Faculty Status Committee of their intention to apply for tenure by the date established and announced yearly by the Faculty Status Committee. The Provost's letter approving the deferral must be submitted to the Committee as part of the application package.

Tenure decisions by the Faculty Status Committee may be appealed in accordance with section I.C.3.d.

To be recommended for tenure, the faculty member under review must:

- Submit all required materials to the Faculty Status Committee by the deadline established by the Committee; and
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), that the faculty member under review has successfully met all expectations in the four areas of faculty responsibility as described in section I.B.

The review process includes: a) Department or Program Evaluation; b) review by the Faculty Status Committee; and c) approval by the President and Trustees. Faculty members have a right to appeal the decision of the Faculty Status Committee in accordance with section I.C.3.d.

a) Department or Program Evaluation of Tenure Application

As part of the tenure application review process, the Department Chair or Program Director shall conduct a Department or Program Evaluation of the application under review. The Evaluation shall include: i) Chair or Program Director Letter of Evaluation addressing performance in the four (4) areas of faculty responsibility; ii) Classroom observation conducted by Chair or Program Director; and iii) a recording of the results of a vote of support or non-support by the Department Chair or Program Director and each tenured faculty member in the Department or Program.

The Department Chair or Program Director conducting the evaluation shall be responsible for the timely submission of these documents to the Faculty Status Committee.

- i) **Chair or Director Letter of Evaluation:** The Chair or Director Letter of Evaluation must directly address all four (4) areas of faculty responsibility as performed by the faculty member. If

the faculty member's responsibilities have been reduced or altered from what is normally required, the Chair or Director shall include that information in the Letter of Evaluation. Only changes that have been approved by the Provost and included in the contract of employment may be recognized by the Faculty Status Committee.

- ii) **Chair or Director Classroom Observation:** The Department Chair or Program Director shall conduct a classroom observation of the faculty member under review. Any tools of assessment used for classroom observations must be approved by the Faculty Assembly and be attached to this Handbook as an appendix. The Chair or Program Director shall work with the faculty member to determine an appropriate date for the observation.
- iii) **Department or Program Vote:** The Department Chair or Program Director shall conduct a vote of support or non-support of the application for tenure among all tenured faculty members in the Department (excluding the member under review). The Department Chair or Program Director shall create a document that records the vote, including an explanation of any vote in the negative. The document must be signed by all voting members of the faculty and countersigned by the faculty member under review.
- iv) If the faculty member under review is the Department Chair or Program Director, a Chair or Program Director of another Department or Program in a cognate field, or a Program Director in the same department, familiar with the faculty member's work, shall conduct and submit the Evaluation. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director.
- v) Where there are fewer than three tenured faculty members in a Department or Program (including the Chair or Director), the Chair or Program Director shall ask tenured faculty members in a cognate field to be a part of the voting process such that there are three (3) or five (5) voting members.
- vi) All voting members shall be provided with the applicant's self-evaluation and C.V. before the vote is taken.
- vii) The department or program vote is not binding on the Faculty Status Committee. However, if the Faculty Status Committee reaches a decision that is contrary to a majority of the voting faculty, it must include an explanation in its recommendation to the Provost and, on the same day, notify the Department Chair or Program Director.

b) Faculty Status Committee Review of Tenure Application

The Faculty Status Committee will review all tenure application materials and make a recommendation to the Provost. To be recommended for tenure, the faculty member under review must:

- Submit all required materials to the Faculty Status Committee by the deadline established by the Committee; and
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), that the faculty member under review has successfully met all expectations in the four (4) areas of faculty responsibility as described in section I.B.

Materials for Review of Tenure Application by the Faculty Status Committee shall include: i) a self-evaluation; ii) Department or Program Evaluation; iii) current curriculum vitae (C.V.); iv) Classroom Observation Committee Report; v) teaching evaluations; and vi) Faculty Checklist.

- i) **Self-Evaluation:** The faculty member submits to the Department Chair or Program Director and the Faculty Status Committee a self-evaluation addressing performance in the four (4) areas of faculty responsibility as defined in section I.B.
- ii) **Department or Program Evaluation:** The faculty member requests that the Chair or Program Director conduct and submit an evaluation to the Faculty Status Committee that includes: letter of evaluation from the Department Chair or Program Director addressing the four (4) areas of responsibility as defined in section I.B.; a Chair or Program Director classroom observation; and a recording of the vote of support or non-support (with explanation of votes in the negative). If the faculty member under review for tenure is the Department Chair or Program Director, a Chair or Director of another Department or Program in a cognate field, or a Program Director in the same Department, familiar with the faculty member's work, shall complete and submit the Department or Program Evaluation. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director.
- iii) **Current curriculum vitae (C.V.):** The faculty member under review submits to the Department Chair or Program Director and the Faculty Status Committee a current curriculum vitae (C.V.). The Faculty Status Committee will provide suggested format.
- iv) **Observation by Observation Committee:** A member of the Classroom Observation Committee will make a classroom observation of the faculty member under review. The Classroom Observation Committee member shall work with the faculty member under review to determine an appropriate date for the observation. The Committee member will write and sign a report of the visit, provide a copy to the faculty member under review for countersignature, and submit a copy with signatures to the Faculty Status Committee. The faculty member under review may file a response to the report with the Faculty Status Committee.
- v) **Teaching Evaluations:** The appropriate University office shall provide the Faculty Status Committee access to the teaching evaluations of the faculty member under review for their consideration. The faculty member under review may file a response to any teaching evaluation.
- vi) **Faculty Checklist:** The Faculty Status Committee shall provide a checklist on which to indicate that the faculty member under review has included all required materials in the application. The checklist is to be signed by the faculty member under review, and the Department Chair or Program Director conducting the evaluation, and included with the application. The checklist must be approved by Faculty Assembly and included in this Handbook as an appendix.

Optional:

- vii) **Letters of Recommendation:** The faculty member may request and submit recommendation letters from other faculty or University members but is not required to do so. Any faculty member in the department of the faculty member under review may submit a letter regarding the application. No letter may be considered by the Faculty Status Committee unless the faculty member under review is given access to the letter, and is given an opportunity to respond in writing.
- viii) **Hearing:** The faculty member under review for tenure has the option of a hearing before the Faculty Status Committee prior to a decision being reached. The Faculty Member under review should request the hearing at the time application for tenure is filed.

c) Faculty Status Committee Vote

The Faculty Status Committee will reach its decision by simple majority vote.

The faculty member under review for tenure has the right to be apprised in writing of the reasons upon which a decision was based.

If the Faculty Status Committee votes to recommend tenure, it shall forward its recommendation to the Provost within ten (10) working days. The Provost shall forward the Committee's recommendation, along with his or her own recommendation, to the President within ten (10) working days. The President shall have the final decision on whether to recommend the application for promotion to the Board of Trustees.

If the faculty member is denied a recommendation of tenure, the faculty member has a right to appeal the decision with the Appeals Committee in accordance with section I.C.3.d

d) Promotion Appeal Procedures

The faculty member under review has the right to appeal decisions by the Faculty Status Committee as follows:

- i) Request all material considered, and all documents created, pertaining to the decision from the Faculty Status Committee within ten (10) working days of notice of the decision.
- ii) Submit notice to the Appeals Committee within twenty (20) working days of the intent to appeal.
- iii) Within thirty (30) working days of the decision, submit a letter addressing the ways in which the decision of the Faculty Status Committee was in error. Updated information may be included only if it pertains to information provided to the Faculty Status Committee in the promotion review application.
- iv) If requested, the Faculty member will be granted time to make a presentation to the Appeals Committee which is to occur within this thirty-day time period.
- v) The decision of the Appeals Committee shall be by simple majority. The Appeals Committee may overturn the recommendation of the Faculty Status Committee only in the event of clear error.
- vi) The Appeals Committee shall inform the Faculty Status Committee, the faculty member under review, and the Provost of its decision in writing within fourteen (14) working days after the submission of all supplemental appeal materials, and any presentation to the committee.
- vii) The Provost shall forward the recommendation of the Faculty Status Committee, and the Appeals Committee, along with his or her own recommendation, to the President within ten (10) working days.
- viii) The President shall have the final decision on whether to recommend the application of promotion to the Board of Trustees.

e) Trustee Tenure Approval Process for Tenure Application

The President of the University and the Chair of the Faculty Status Committee will bring affirmative recommendations regarding tenure decisions to the Educational Affairs Committee of the University Board of Trustees which, in turn, will make recommendations to the full Board of Trustees. Where the faculty member under review underwent the appeal process, that faculty member may request that the Chair of the Appeals Committee also be in attendance. The President's recommendation will include the position of the Provost regarding the application for tenure.

The Chair of the Faculty Status Committee, and, where appropriate, the Chair of the Appeals Committee, shall be present at the Educational Affairs Committee as a resource to explain the basis of the recommendations.

The members of the Educational Affairs Committee shall have the appropriate materials available to them. The curriculum vitae of the faculty member under review, together with a statement of recommendation of the Faculty Status Committee, will be sent to the members of the Educational Affairs Committee prior to the meeting.

The criteria for the tenure approval of the Educational Affairs Committee shall be the same as the criteria considered by the Faculty Status Committee and, where appropriate, the Appeals Committee.

After discussion of the recommendation(s), all non-members shall withdraw, and the Educational Affairs Committee will discuss and vote on the recommendation it shall make to the Board of Trustees.

The decision of the Board of Trustees shall be final.

Upon grant of tenure, the faculty member is granted the rank of Associate Professor.

It is the expectation that faculty members maintain their tenured position until retirement.

C.4 Promotion of Tenured Faculty to Professor

Eligible tenured faculty members may apply for promotion to the rank of “Professor” after holding tenure and the rank of Associate Professor for four (4) years, or sooner with the approval of the Provost in consultation with the Department Chair or Program Director. It is the responsibility of the faculty member to notify the Department Chair or Program Director, and the Faculty Status Committee, of the intent to apply for promotion within the first week of the semester of application.

In order to be awarded promotion to professor, a faculty member must:

- Submit all materials to the Faculty Status Committee by the deadlines determined by the Committee;
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), continued successful performance in all four (4) areas of faculty responsibility as described in section I.B. post-tenure; and
- Demonstrate, with evidence, that the faculty member under review has made contributions to the University in at least one of the four (4) areas of faculty responsibility that go beyond what is required in the Faculty Handbook for that area.

The review process includes a Department or Program Evaluation; Review by the Faculty Status Committee; and approval by the President and Trustees. Faculty members have a right to appeal the decision of the Faculty Status Committee in accordance with section I.C.4.d.

a) Department or Program Evaluation of Application for Promotion to Professor

As part of the promotion review process, the Department Chair or Program Director shall conduct a Department or Program Evaluation of the application under review. The evaluation shall include a Chair or Program Director Letter of Evaluation addressing performance in the four (4) areas of faculty responsibility; Classroom observation conducted by Chair or Program Director; and Document recording

the results of a vote of support or non-support by the Department Chair or Program Director and each tenured faculty member in the Department or Program.

The Department Chair or Program Director conducting the evaluation shall be responsible for the timely submission of these documents to the Faculty Status Committee.

- i) **Chair or Program Director Letter of Evaluation:** The Chair or Director Letter of Evaluation must directly address all four areas of faculty responsibility as performed by the faculty member, and the extent to which the faculty member has made contributions in at least one of those areas that go beyond what is required by the Faculty Handbook for that area. If the faculty member's responsibilities have been reduced or altered from what is normally required, the Chair or Director shall include that information in the Letter of Evaluation. Only changes that have been approved by the Provost and included in the contract of employment may be recognized by the Faculty Status Committee.
- ii) **Chair or Director Classroom Observation:** The Department Chair or Program Director shall conduct a classroom observation of the faculty member under review. Any tools of assessment used for classroom observations must be approved by the Faculty Assembly and be attached to this Handbook as an appendix. The Chair or Program Director shall work with the faculty member to determine an appropriate date for the observation.
- iii) **Department or Program Vote:** The Department Chair or Program Director shall conduct a vote of support or non-support of the application for promotion among all faculty members in the department who hold the rank of Associate Professor or Professor (excluding the member under review). The Department Chair or Program Director shall create a document that records the vote, including an explanation of any vote in the negative. The document must be signed by all voting members of the faculty and countersigned by the faculty member under review.

If the faculty member under review is the Department Chair or Program Director, a Chair or Program Director of another Department or Program in a cognate field, or Program Director in the same Department, familiar with the faculty member's work, shall conduct and submit the evaluation. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director.

Where there are fewer than three tenured faculty members in a Department or Program (including the Chair or Director), the Chair or Director shall ask tenured faculty members in a cognate field to be a part of the voting process such that there are three (3) or five (5) voting members.

All voting members shall be provided with the applicant's self-evaluation and C.V. before the vote is taken.

The department or program vote is not binding on the Faculty Status Committee. However, if the Faculty Status Committee reaches a decision that is contrary to a majority of the voting faculty, it must include an explanation of its vote in its recommendation to the Provost and, on the same day, notify the Department Chair or Program Director who conducted the evaluation.

b) Faculty Status Committee Review of Promotion Application to Professor

The Committee will review all promotion application materials and make a recommendation to the Provost. To be recommended for promotion, the faculty member under review must:

- Submit all required materials to the Faculty Status Committee by the deadline established by the Committee;

- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), that the faculty member under review has continued to successfully meet all expectations in the four areas of faculty responsibility post-tenure, as described in section I.B.; and
- Demonstrate, with evidence, that the faculty member under review has made contributions to the University in at least one of the four (4) areas of faculty responsibility that go beyond the requirements described in the Faculty Handbook for that area.

Materials for Review of Application for Promotion to Professor by the Faculty Status Committee include:

i) a self-evaluation; ii) Department or Program Evaluation; iii) current curriculum vitae (C.V.); iv) Classroom Observation Committee Report; v) teaching evaluations; and vi) Faculty Checklist.

- i) **Self-evaluation:** The faculty member submits to the Department Chair or Program Director and the Faculty Status Committee a self-evaluation addressing performance in the four areas of responsibility as defined in section I.B.
- ii) **Department or Program Evaluation:** The faculty member requests that the Chair or Program Director conduct and submit an evaluation to the Faculty Status Committee that includes: letter of evaluation from the Department Chair or Program Director addressing the four (4) areas of responsibility as defined in section I.B.; a Chair or Program Director classroom observation; and a document recording the vote of support or non-support (with explanation of votes in the negative). If the faculty member under review for promotion is the Department Chair or Program Director, a Chair or Director of another Department or Program in a cognate field, or Program Director in the same department, familiar with the faculty member's work, shall complete and submit the Department or Program Evaluation. The Chair or Program Director shall arrange for the participation of the cognate Chair or Program Director.
- iii) **Current curriculum vitae:** The faculty member under review submits to the Department Chair or Program Director and the Faculty Status Committee a current curriculum vitae (C.V.). The Faculty Status Committee will provide suggested format.
- iv) **Committee classroom observation:** A member of the Classroom Observation Committee will make a classroom observation of the faculty member under review. The committee member will write and sign a report of the visit, provide a copy to the faculty member under review for countersignature, and provide a copy with signatures to the Faculty Status Committee. The faculty member under review may file a response to the report with the Committee.
- v) **Teaching evaluations:** The appropriate University office shall provide the Faculty Status Committee access to the teaching evaluations of the faculty member under review for their consideration. The faculty member under review may file a response to any evaluation.
- vi) **Faculty checklist:** The Faculty Status Committee shall provide a checklist on which to indicate that the faculty member under review has included all required materials in the application. The checklist must be signed by the faculty member under review and the Department Chair or Program Director and included with the application. The checklist must be approved by Faculty Assembly and included in this Handbook as an appendix.

Optional:

- vii) **Letters of Recommendation:** The faculty member may request and submit additional letters of recommendation but is not required to do so. Any faculty member in the department may submit a letter regarding the application. No letter may be considered by the Committee unless the faculty member under review is given access to the letter and an opportunity to respond in writing.

viii) **Hearing:** The faculty member under review for promotion has the option of a hearing before the Faculty Status Committee prior to a decision being reached.

c) Faculty Status Committee Vote

The Faculty Status Committee will reach its decision by simple majority vote.

The faculty member under review for promotion has the right to be apprised in writing of the reasons upon which a decision was based.

If the Faculty Status Committee votes to recommend promotion, it shall forward its recommendation to the Provost within ten (10) working days. The Provost shall forward the Committee's recommendation, along with his or her own recommendation, to the President within ten (10) working days. The President shall have the final decision on whether to recommend the application for promotion to the Board of Trustees.

If the faculty member is denied a recommendation of promotion, the faculty member has a right to file an appeal with the Appeals Committee in accordance with section I.C.4.d.

Once recommended for approval, the application will be reviewed by the Board of Trustees.

d) Promotion Appeal Procedures

- i) The faculty member under review has the right to appeal decisions by the Faculty Status Committee as follows:
- ii) Request all material considered, and all documents created, pertaining to the decision from the Faculty Status Committee within ten (10) working days of notice of the decision.
- iii) Submit notice to the Appeals Committee within twenty (20) working days of the intent to appeal.
- iv) Within thirty (30) working days of the decision, submit a letter addressing the ways in which the decision of the Faculty Status Committee was in error. Updated information may be included only if it pertains to information provided to the Faculty Status Committee in the promotion review application.
- v) If requested, the Faculty member will be granted time to make a presentation to the Appeals Committee which is to occur within this thirty-day time period.
- vi) The decision of the Appeals Committee shall be by simple majority. The Appeals Committee may overturn the recommendation of the Faculty Status Committee only in the event of clear error.
- vii) The Appeals Committee shall inform the Faculty Status Committee, the faculty member under review, and the Provost of its decision in writing within fourteen (14) working days after the submission of all supplemental appeal materials, and any presentation to the committee.
- viii) The Provost shall forward the recommendation of the Faculty Status Committee, and the Appeals Committee, along with his or her own recommendation, to the President within ten (10) working days.
- ix) The President shall have the final decision on whether to recommend the application of promotion to the Board of Trustees.

e) Review by Board of Trustees

The President of the University and the Chair of the Faculty Status Committee will bring affirmative recommendations regarding promotion decisions to the Educational Affairs Committee of the University Board of Trustees which, in turn, will make recommendations to the full Board of Trustees. Where the faculty member under review underwent the appeal process, that faculty member may request that the Chair of the Appeals Committee also be in attendance. The President's recommendation will include the position of the Provost regarding the application for tenure.

The Chair of the Faculty Status Committee, and, where appropriate, the Chair of the Appeals Committee, shall be present at the Educational Affairs Committee as a resource to explain the basis of the recommendations.

The members of the Educational Affairs Committee shall have the appropriate materials available to them. The curriculum vitae of the faculty member under review, together with a statement of recommendation of the Faculty Status Committee, will be sent to the members of the Educational Affairs Committee prior to the meeting.

The criteria for the promotion approval of the Educational Affairs Committee shall be the same as the criteria considered by the Faculty Status Committee and, where appropriate, the Appeals Committee.

After discussion of the recommendation(s), all non-members shall withdraw, and the Educational Affairs Committee will discuss and vote on the recommendation it shall make to the Board of Trustees.

The decision of the Board of Trustees shall be final.

Upon grant of promotion, the faculty member is granted the rank of Professor.

C.5 Contractually Limited Term Faculty Review

The Faculty Status Committee reviews contractually limited term (CLT) faculty members regularly. Unless otherwise approved by the Provost, the initial contract period shall be for one academic year. After successful completion of five (5) successful contract years, or sooner if approved by the Provost, a Department Chair or Program Director may request that the faculty member's contract be renewed for up to five (5) additional years. Contracts may be renewed for up to five (5) years continually during the final year of each term.

CLT faculty who hold the approved terminal degree may apply to the Faculty Status Committee for promotion to Associate Professor after five (5) years of successful performance in all four (4) areas of faculty responsibility as described in section I.B; and to Professor after four (4) years of successful performance as an Associate Professor and as described in section I.C.6.

Promotion decisions by the Faculty Status Committee may be appealed.

A CLT faculty member is not eligible for tenure.

The Faculty Status Committee coordinates review with Department Chairs and Program Directors. Dates for submission of review documents are established by the Faculty Status Committee. Review requirements vary depending on the length of the employment contract.

- a) Means of evaluation include: i) Faculty Data Sheet; ii) current curriculum vitae (C.V.); iii) self-evaluation; iv) classroom observation; v) teaching evaluations; and vi) Department or Program Evaluation.

- i) **Faculty Data Sheet:** Faculty holding CLT appointments, at the end of each contract year, shall submit to the Faculty Status Committee a completed Faculty Data Sheet provided by the Faculty Status Committee, adopted by Faculty Assembly, and attached as an appendix to this Handbook. The Data Sheet must be signed by the faculty member under review and the Department Chair or Program Director. Where appropriate, the Chair or Program Director shall include a discussion of areas in need of improvement. The data sheet will cover the four (4) areas of responsibility for faculty described in section IB.
- ii) **Current Curriculum Vitae (C.V.):** The faculty member submits to the Faculty Status Committee an updated curriculum vitae (C.V.) each year.
- iii) **Self-evaluation:** For CLT faculty with five-year contracts, the faculty member shall submit a self-evaluation in the final contract year addressing performance in the four (4) areas of faculty responsibility and any other responsibilities specified in the employment contract. A Self-Evaluation is required for application for promotion to Associate Professor and Professor.
- iv) **Chair or Program Director Classroom Observation:** Where a CLT faculty member has been granted a multiple-year contract, in the last year of the contract term the Department Chair or Program Director shall conduct a classroom observation and submit an observation report along with the Letter of Evaluation. Any tools of assessment used must be approved by the Faculty Assembly and be attached to this handbook as an appendix. Any changes must be approved by the Faculty Assembly. The Chair or Program Director shall work with the faculty member under review to determine an appropriate date for the observation. The Faculty Status Committee may request a classroom observation during any contract year. The faculty member shall be given notice of the observation. A Chair or Program Director Classroom Observation is required for applications for promotion to Associate Professor or Professor.
- v) **Teaching evaluations:** The appropriate University office shall provide the Faculty Status Committee access to the teaching evaluations of faculty under review for their consideration. The faculty member under review may file a response to any evaluation. Teaching evaluations will be reviewed by the Faculty Status Committee for applications to Associate Professor or Professor.
- vi) **Chair or Program Director Letter of Evaluation:** For CLT faculty members with a multiple-year contract, in the last year of the contract term the Department Chair or Program Director shall submit a letter of evaluation to the Faculty Status Committee addressing the performance of the faculty member in the four (4) areas of responsibility and any other responsibilities specified in the employment contract. The letter shall be countersigned by the faculty member. A Chair or Program Director Letter of Evaluation is required for applications for promotion to Associate Professor or Professor.

C.6 Promotion of Contractually Limited Term Faculty to Associate Professor

Contractually Limited Term faculty who hold the approved terminal degree may apply to the Faculty Status Committee for promotion to Associate Professor after five (5) years of successful performance in all four (4) areas of faculty responsibility as described in section I.B.

In order to be awarded promotion to Associate Professor, a CLT faculty member must:

- Submit all materials to the Faculty Status Committee by the deadlines determined by the Committee;
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), continued successful performance in all four (4) areas of faculty responsibility as described in section I.B.

The review process includes: a) Department or Program Evaluation; b) review by the Faculty Status Committee; and c) approval by the President and Trustees. Faculty members have a right to appeal the decision of the Faculty Status Committee in accordance with section I.C.6.d.

a) Department or Program Evaluation of Application for Promotion of CLT faculty to Associate Professor

As part of the application review process, the Department Chair or Program Director shall conduct a Department or Program Evaluation of the application under review. The Evaluation shall include: Chair or Program Director Letter of Evaluation addressing performance in the four (4) areas of faculty responsibility; Classroom observation conducted by Chair or Program Director; and a recording of the results of a vote of support or non-support by the Department Chair or Program Director and each tenured faculty member in the Department or Program.

The Department Chair or Program Director conducting the evaluation shall be responsible for the timely submission of these documents to the Faculty Status Committee.

- i) **Chair or Director Letter of Evaluation:** The Chair or Director Letter of Evaluation must directly address all four (4) areas of faculty responsibility as performed by the faculty member. If the faculty member's responsibilities have been reduced or altered from what is normally required, the Chair or Director shall include that information in the Letter of Evaluation. Only changes that have been approved by the Provost and included in the contract of employment may be recognized by the Faculty Status Committee.
- ii) **Chair or Director Classroom Observation:** The Department Chair or Program Director shall conduct a classroom observation of the faculty member under review. Any tools of assessment used for classroom observations must be approved by the Faculty Assembly and be attached to this Handbook as an appendix. The Chair or Program Director shall work with the faculty member to determine an appropriate date for the observation.
- iii) **Department or Program Vote:** The Department Chair or Program Director shall conduct a vote of support or non-support of the application among all faculty members in the Department (excluding the member under review) who hold the rank of Associate Professor or Professor. The Department Chair or Program Director shall create a document that records the vote, including an explanation of any vote in the negative. The document must be signed by all voting members of the faculty and countersigned by the faculty member under review.

If the faculty member under review is the Department Chair or Program Director, a Chair or Program Director of another Department or Program in a cognate field, or a Program Director in the same department, familiar with the faculty member's work, shall conduct and submit the Evaluation. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director.

Where there are fewer than three faculty members in a Department or Program (including the Chair or Director) who hold the rank of Associate Professor or Professor, the Chair or Program Director shall ask faculty members in a cognate field who hold the rank of Associate Professor or Professor to be a part of the voting process such that there are three (3) or five (5) voting members.

All voting members shall be provided with the applicant's self-evaluation and C.V. before the vote is taken.

The department or program vote is not binding on the Faculty Status Committee. However, if the Faculty Status Committee reaches a decision that is contrary to a majority of the voting faculty, it must include an explanation in its recommendation to the Provost and on the same day, notify the Department Chair or Program Director.

b) Faculty Status Committee Review of CLT Faculty Application to Associate Professor

The Faculty Status Committee will review all application materials and make a recommendation to the Provost. To be recommended for promotion, the faculty member under review must:

- Submit all required materials to the Faculty Status Committee by the deadline established by the Committee; and
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), that the faculty member under review has successfully met all expectations in the four (4) areas of faculty responsibility as described in section I.B.

Materials for Review of CLT Promotion Application by the Faculty Status Committee shall include: i) a self-evaluation; ii) Department or Program Evaluation; 3) current curriculum vitae (C.V.); 4) Classroom Observation Committee Report; 5) teaching evaluations; and 6) Faculty Checklist.

- i) **Self-Evaluation:** The faculty member submits to the Department Chair or Program Director and the Faculty Status Committee a self-evaluation addressing performance in the four (4) areas of faculty responsibility as defined in section I.B.
- ii) **Department or Program Evaluation:** The faculty member requests that the Chair or Program Director conduct and submit an evaluation to the Faculty Status Committee that includes: letter of evaluation from the Department Chair or Program Director addressing the four (4) areas of responsibility as defined in section I.B.; a Chair or Program Director classroom observation; and a recording of the vote of support or non-support (with explanation of votes in the negative). If the faculty member under review for tenure is the Department Chair or Program Director, a Chair or Director of another Department or Program in a cognate field, or a Program Director in the same Department, familiar with the faculty member's work, shall complete and submit the Department or Program Evaluation. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director.
- iii) **Current curriculum vitae (C.V.):** The faculty member under review submits to the Department Chair or Program Director and the Faculty Status Committee a current curriculum vitae (C.V.).
- iv) **Observation by Observation Committee:** A member of the Classroom Observation Committee will make a classroom observation of the faculty member under review. The Classroom Observation Committee member shall work with the faculty member under review to determine an appropriate date for the observation. The Committee member will write and sign a report of the visit, provide a copy to the faculty member under review for countersignature, and submit a copy with signatures to the Faculty Status Committee. The faculty member under review may file a response to the report with the Faculty Status Committee.
- v) **Teaching Evaluations:** The appropriate University office shall provide the Faculty Status Committee access to the teaching evaluations of the faculty member under review for their consideration. The faculty member under review may file a response to any teaching evaluation.
- vi) **Faculty Checklist:** The Faculty Status Committee shall provide a checklist on which to indicate that the faculty member under review has included all required materials in the application. The checklist is to be signed by the faculty member under review, and the Department Chair or

Program Director conducting the evaluation, and included with the application. The checklist must be approved by Faculty Assembly and included in this Handbook as an appendix.

Optional:

- vii) **Letters of Recommendation:** The faculty member may request and submit recommendation letters from other faculty or University members but is not required to do so. Any faculty member in the department of the faculty member under review may submit a letter regarding the application. No letter may be considered by the Faculty Status Committee unless the faculty member under review is given access to the letter, and is given an opportunity to respond in writing.
- viii) **Hearing:** The faculty member under review for tenure has the option of a hearing before the Faculty Status Committee prior to a decision being reached. The Faculty Member under review should request the hearing at the time application for tenure is filed.

c) Faculty Status Committee Vote

The Faculty Status Committee will reach its decision by simple majority vote.

The faculty member under review for promotion to Associate Professor has the right to be apprised in writing of the reasons upon which a decision was based.

If the Faculty Status Committee votes to recommend tenure, it shall forward its recommendation to the Provost within ten (10) working days. The Provost shall forward the Committee's recommendation, along with his or her own recommendation, to the President within ten (10) working days. The President shall have the final decision on whether to recommend the application for promotion to the Board of Trustees.

If the faculty member is denied a recommendation of tenure, the faculty member has a right to appeal the decision with the Appeals Committee in accordance with section I.C.6.d

d) Promotion Appeal Procedures

The faculty member under review has the right to appeal decisions by the Faculty Status Committee as follows:

- i) Request all material considered, and all documents created, pertaining to the decision from the Faculty Status Committee within ten (10) working days of notice of the decision.
- ii) Submit notice to the Appeals Committee within twenty (20) working days of the intent to appeal.
- iii) Within thirty (30) working days of the decision, submit a letter addressing the ways in which the decision of the Faculty Status Committee was in error. Updated information may be included only if it pertains to information provided to the Faculty Status Committee in the promotion review application.
- iv) If requested, the Faculty member will be granted time to make a presentation to the Appeals Committee which is to occur within this thirty-day time period.
- v) The decision of the Appeals Committee shall be by simple majority. The Appeals Committee may overturn the recommendation of the Faculty Status Committee only in the event of clear error.
- vi) The Appeals Committee shall inform the Faculty Status Committee, the faculty member under review, and the Provost of its decision in writing within fourteen (14) working days after the submission of all supplemental appeal materials, and any presentation to the committee.

- vii) The Provost shall forward the recommendation of the Faculty Status Committee, and the Appeals Committee, along with his or her own recommendation, to the President within ten (10) working days.
- viii) The President shall have the final decision on whether to recommend the application of promotion to the Board of Trustees.

e) Trustee Approval Process for Application of CLT Faculty Promotion to Associate Professor

The President of the University and the Chair of the Faculty Status Committee will bring affirmative recommendations regarding CLT promotion decisions to the Educational Affairs Committee of the University Board of Trustees which, in turn, will make recommendations to the full Board of Trustees. Where the faculty member under review underwent the appeal process, that faculty member may request that the Chair of the Appeals Committee also be in attendance. The President's recommendation will include the position of the Provost regarding the application for tenure.

The Chair of the Faculty Status Committee, and, where appropriate, the Chair of the Appeals Committee, shall be present at the Educational Affairs Committee as a resource to explain the basis of the recommendations.

The members of the Educational Affairs Committee shall have the appropriate materials available to them. The curriculum vitae of the faculty member under review, together with a statement of recommendation of the Faculty Status Committee, will be sent to the members of the Educational Affairs Committee prior to the meeting.

The criteria for the approval of the Educational Affairs Committee shall be the same as the criteria considered by the Faculty Status Committee and, where appropriate, the Appeals Committee.

After discussion of the recommendation(s), all non-members shall withdraw, and the Educational Affairs Committee will discuss and vote on the recommendation it shall make to the Board of Trustees.

The decision of the Board of Trustees shall be final.

Upon grant of application, the faculty member is granted the rank of Associate Professor.

C.7 Promotion of Contractually Limited Term Faculty to Professor

Contractually limited term (CLT) faculty members may apply for promotion to the rank of "Professor" after holding the rank of Associate Professor for four (4) years, or sooner with the approval of the Provost in consultation with the Department Chair or Program Director. It is the responsibility of the faculty member to notify the Department Chair or Program Director, and the Faculty Status Committee, of the intent to apply for promotion within the first week of the semester of application.

In order to be awarded promotion to professor, a faculty member must:

- Submit all materials to the Faculty Status Committee by the deadlines determined by the Committee;
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), continued successful performance in all four (4) areas of faculty responsibility as described in section I.B. post-tenure; and

- Demonstrate, with evidence, that the faculty member under review has made contributions to the University in at least one of the four (4) areas of faculty responsibility that go beyond what is required in the Faculty Handbook for that area.

The review process includes a Department or Program Evaluation; Review by the Faculty Status Committee; and approval by the President and Trustees. Faculty members have a right to appeal the decision of the Faculty Status Committee in accordance with section I.C.7.d.

a) Department or Program Evaluation of Application for Promotion to Professor

As part of the promotion review process, the Department Chair or Program Director shall conduct a Department or Program Evaluation of the application under review. The evaluation shall include a Chair or Program Director Letter of Evaluation addressing performance in the four (4) areas of faculty responsibility; Classroom observation conducted by Chair or Program Director; and Document recording the results of a vote of support or non-support by the Department Chair or Program Director and each tenured faculty member in the Department or Program.

The Department Chair or Program Director conducting the evaluation shall be responsible for the timely submission of these documents to the Faculty Status Committee.

- i) **Chair or Program Director Letter of Evaluation:** The Chair or Director Letter of Evaluation must directly address all four areas of faculty responsibility as performed by the faculty member, and the extent to which the faculty member has made contributions in at least one of those areas that go beyond what is required by the Faculty Handbook for that area. If the faculty member's responsibilities have been reduced or altered from what is normally required, the Chair or Director shall include that information in the Letter of Evaluation. Only changes that have been approved by the Provost and included in the contract of employment may be recognized by the Faculty Status Committee.
- ii) **Chair or Director Classroom Observation:** The Department Chair or Program Director shall conduct a classroom observation of the faculty member under review. Any tools of assessment used for classroom observations must be approved by the Faculty Assembly and be attached to this Handbook as an appendix. The Chair or Program Director shall work with the faculty member to determine an appropriate date for the observation.
- iii) **Department or Program Vote:** The Department Chair or Program Director shall conduct a vote of support or non-support of the application for promotion among all faculty members in the department who hold the rank of Associate Professor or Professor (excluding the member under review). The Department Chair or Program Director shall create a document that records the vote, including an explanation of any vote in the negative. The document must be signed by all voting members of the faculty and countersigned by the faculty member under review.

If the faculty member under review is the Department Chair or Program Director, a Chair or Program Director of another Department or Program in a cognate field, or Program Director in the same Department, familiar with the faculty member's work, shall conduct and submit the evaluation. The Chair or Program Director under review shall arrange for the participation of the cognate Chair or Program Director.

Where there are fewer than three faculty members in a Department or Program (including the Chair or Director) who hold the rank of Associate Professor or Professor, the Chair or Director shall ask Associate Professors or Professors in a cognate field to be a part of the voting process such that there are three (3) or five (5) voting members.

All voting members shall be provided with the applicant's self-evaluation and C.V. before the vote is taken.

The department or program vote is not binding on the Faculty Status Committee. However, if the Faculty Status Committee reaches a decision that is contrary to a majority of the voting faculty, it must include an explanation of its vote in its recommendation to the Provost and, on the same day, notify the Department Chair or Program Director who conducted the evaluation.

b) Faculty Status Committee Review of Promotion Application of Contractually Limited Term Faculty to Professor

The Committee will review all promotion application materials and make a recommendation to the Provost. To be recommended for promotion, the faculty member under review must:

- Submit all required materials to the Faculty Status Committee by the deadline established by the Committee;
- Demonstrate, with evidence (e.g., dates, citations, letters of acceptance), that the faculty member under review has continued to successfully meet all expectations in the four areas of faculty responsibility post-tenure, as described in section I.B.;
- Demonstrate, with evidence, that the faculty member under review has made contributions to the University in at least one of the four (4) areas of faculty responsibility that go beyond the requirements described in the Faculty Handbook for that area.

Materials for Review of Application for Promotion to Professor by the Faculty Status Committee include:

i) a self-evaluation; ii) Department or Program Evaluation; iii) current curriculum vitae (C.V.); iv) Classroom Observation Committee Report; v) teaching evaluations; and vi) Faculty Checklist.

- i) **Self-evaluation:** The faculty member submits to the Department Chair or Program Director and the Faculty Status Committee a self-evaluation addressing performance in the four areas of responsibility as defined in section I.B.
- ii) **Department or Program Evaluation:** The faculty member requests that the Chair or Program Director conduct and submit an evaluation to the Faculty Status Committee that includes: letter of evaluation from the Department Chair or Program Director addressing the four (4) areas of responsibility as defined in section I.B.; a Chair or Program Director classroom observation; and a document recording the vote of support or non-support (with explanation of votes in the negative). If the faculty member under review for promotion is the Department Chair or Program Director, a Chair or Director of another Department or Program in a cognate field, or Program Director in the same department, familiar with the faculty member's work, shall complete and submit the Department or Program Evaluation. The Chair or Program Director shall arrange for the participation of the cognate Chair or Program Director.
- iii) **Current curriculum vitae (C.V.):** The faculty member under review submits to the Department Chair or Program Director and the Faculty Status Committee a current curriculum vitae (C.V.). The Faculty Status Committee will provide suggested format.
- iv) **Observation by Classroom Observation Committee:** A member of the Classroom Observation Committee will make a classroom observation of the faculty member under review. The committee member will write and sign a report of the visit, provide a copy to the faculty member under review for countersignature, and provide a copy with signatures to the Faculty Status Committee. The faculty member under review may file a response to the report with the Committee.

- v) **Teaching evaluations:** The appropriate University office shall provide the Faculty Status Committee access to the teaching evaluations of the faculty member under review for their consideration. The faculty member under review may file a response to any evaluation.
- vi) **Faculty checklist:** The Faculty Status Committee shall provide a checklist on which to indicate that the faculty member under review has included all required materials in the application. The checklist must be signed by the faculty member under review and the Department Chair or Program Director and included with the application. The checklist must be approved by Faculty Assembly and included in this Handbook as an appendix.

Optional:

- vii) **Letters of Recommendation:** The faculty member may request and submit additional letters of recommendation but is not required to do so. Any faculty member in the department may submit a letter regarding the application. No letter may be considered by the Committee unless the faculty member under review is given access to the letter and an opportunity to respond in writing.
- viii) **Hearing:** The faculty member under review for promotion has the option of a hearing before the Faculty Status Committee prior to a decision being reached.

c) Faculty Status Committee Vote

The Faculty Status Committee will reach its decision by simple majority vote.

The faculty member under review for promotion has the right to be apprised in writing of the reasons upon which a decision was based.

If the Faculty Status Committee votes to recommend promotion, it shall forward its recommendation to the Provost within ten (10) working days. The Provost shall forward the Committee's recommendation, along with his or her own recommendation, to the President within ten (10) working days. The President shall have the final decision on whether to recommend the application for promotion to the Board of Trustees.

If the faculty member is denied a recommendation of promotion, the faculty member has a right to file an appeal with the Appeals Committee in accordance with section I.C.7.d.

Once recommended for approval, the application will be reviewed by the Board of Trustees.

d) Promotion Appeal Procedures

The faculty member under review has the right to appeal decisions by the Faculty Status Committee as follows:

- i) Request all material considered, and all documents created, pertaining to the decision from the Faculty Status Committee within ten (10) working days of notice of the decision.
- ii) Submit notice to the Appeals Committee within twenty (20) working days of the intent to appeal.
- iii) Within thirty (30) working days of the decision, submit a letter addressing the ways in which the decision of the Faculty Status Committee was in error. Updated information may be included only if it pertains to information provided to the Faculty Status Committee in the promotion review application.
- iv) If requested, the Faculty member will be granted time to make a presentation to the Appeals Committee which is to occur within this thirty-day time period.

- v) The decision of the Appeals Committee shall be by simple majority. The Appeals Committee may overturn the recommendation of the Faculty Status Committee only in the event of clear error.
 - vi) The Appeals Committee shall inform the Faculty Status Committee, the faculty member under review, and the Provost of its decision in writing within fourteen (14) working days after the submission of all supplemental appeal materials, and any presentation to the committee.
 - vii) The Provost shall forward the recommendation of the Faculty Status Committee, and the Appeals Committee, along with his or her own recommendation, to the President within ten (10) working days.
 - viii) The President shall have the final decision on whether to recommend the application of promotion to the Board of Trustees.
- e) Review by Board of Trustees

The President of the University and the Chair of the Faculty Status Committee will bring affirmative recommendations regarding promotion decisions to the Educational Affairs Committee of the University Board of Trustees which, in turn, will make recommendations to the full Board of Trustees. Where the faculty member under review underwent the appeal process, that faculty member may request that the Chair of the Appeals Committee also be in attendance. The President's recommendation will include the position of the Provost regarding the application for tenure.

The Chair of the Faculty Status Committee, and, where appropriate, the Chair of the Appeals Committee, shall be present at the Educational Affairs Committee as a resource to explain the basis of the recommendations.

The members of the Educational Affairs Committee shall have the appropriate materials available to them. The curriculum vitae of the faculty member under review, together with a statement of recommendation of the Faculty Status Committee, will be sent to the members of the Educational Affairs Committee prior to the meeting.

The criteria for the promotion approval of the Educational Affairs Committee shall be the same as the criteria considered by the Faculty Status Committee and, where appropriate, the Appeals Committee.

After discussion of the recommendation(s), all non-members shall withdraw, and the Educational Affairs Committee will discuss and vote on the recommendation it shall make to the Board of Trustees.

The decision of the Board of Trustees shall be final.

Upon grant of promotion, the faculty member is granted the rank of Professor.

C.8 Percentage Contract and Adjunct Faculty Review

There is no Faculty Status Committee review of percentage contract or adjunct faculty. Percentage contract and adjunct faculty are under the supervision of the Department Chair or Program Director. Department Chairs and Program Directors are responsible for communicating to percentage contract and adjunct faculty their teaching responsibilities and any other responsibilities specified in the employment contract.

C.9 Honorary Appointment

Review for Designation of Professor Emerita/us

The rank of Professor Emerita/us may be awarded to a faculty member in recognition of exemplary contributions to the University. The faculty member must meet the following qualifications: tenured status; retirement from full-time teaching; achievement of distinction in maintaining quality performance, pre-retirement, in the four areas of faculty responsibility required of tenured faculty.

A faculty member may be recommended for the rank of Professor Emerita/us by the Faculty Status Committee, the Provost, or the President. The recommendation shall include an evaluation letter addressing the qualifications for the designation. The final decision will be made by the President in consultation with the Faculty Status Committee and the Provost.

Privileges of the rank of Professor Emerita/us: attendance and speaking privileges at Faculty Assembly meetings; participation in the academic procession at graduation and other such functions; life-time library privileges; and notification of University events.

C.10 Leave of Absence

a) Sabbatical leave

Sabbatical leave is a privilege accorded tenured members of the faculty for intellectual growth through study, research, and creative activities. The sabbatical will be granted with the understanding that the recipient shall return to resume his/her services to the University.

Written application for sabbatical leave, stating the purpose, plan, and duration of the leave, shall be submitted to the Faculty Status Committee, whose recommendation shall be submitted to the President of the University.

A tenured faculty member is eligible to take a sabbatical leave in the seventh year of service after six consecutive years without a sabbatical leave. Thus, application for a sabbatical leave for a tenured faculty member would normally occur in the sixth year prior to eligibility for a sabbatical.

Only a tenured faculty member may apply for a sabbatical leave. Thus, a probationary faculty member would not ordinarily become eligible to apply for a sabbatical leave until the seventh year of consecutive service (the first year of tenure) and the sabbatical leave would not be taken until the eighth year of service.

The records regarding eligibility shall be kept in the Office of the Provost.

Any changes to these requirements must be approved by the Provost and must be the subject of a written agreement at the time of the initial appointment of a faculty member.

Sabbatical leave shall be granted to not more than five percent (5%) of the total full-time faculty in any given year, with the order of selection normally determined by seniority and need. (Unless dictated by section I.C.13.e Retraining)

Depending on the duration of the sabbatical, the faculty member shall receive monetary compensation on a scale of from full pay for one semester to one-half (1/2) annual pay for two semesters.

Rank and title are not affected by sabbatical leaves, and the contributions of the University of fringe benefits will ordinarily be sustained during sabbatical leaves.

Faculty members are expected to submit to their department Chairs and to the President of the University a report of their activities and accomplishments within one month of their return from sabbatical leave.

b) Leave Without Pay

Leave without pay for personal reasons or for professional or community service may be granted for a period of one year with the recommendation of the Faculty Status Committee and the approval of the President. The maximum number of renewals of the leave may not exceed three.

Written applications for leave without pay must be received by the Faculty Status Committee before the end of the Fall semester in order to be effective in the following academic year.

One of the items to be considered by the Faculty Status Committee in its assessment of the application shall be demonstrated value to the University of the leave.

During a leave without pay, the continuation of fringe benefits by the University must be negotiated on an individual basis. Leave without pay does not normally apply to time requirements for purposes of tenure, promotion, sabbatical, or other preferments. CSJ tenured faculty who are called into CSJ Community service may, with the recommendation of the President of the University, return to their tenured position when their term of service is completed. If the service is to last longer than four years, the Sisters will make application to the President of the University for extension. Ordinarily, the full period of service will be no more than eight (8) years in length. The President of the University and the Provost, working with the appropriate department chair(s), will take special measures to maintain the high academic quality of the department during that period of leave.

c) Appeal Procedures

The faculty member seeking a leave of absence described in section I.C.10, or other preferments, has the right to appeal decisions by the Faculty Status Committee as follows:

Request all material considered, and all documents created, pertaining to the decision from the Faculty Status Committee within ten (10) working days of notice of the decision.

Submit notice to the Appeals Committee within twenty (20) working days of the intent to appeal.

Within thirty (30) working days of the decision, submit a letter addressing the ways in which the decision of the Faculty Status Committee was in error. Updated information may be included only if it pertains to information provided to the Faculty Status Committee in the initial application.

If requested, the Faculty member will be granted time to make a presentation to the Appeals Committee which is to occur within this thirty-day time period.

The decision of the Appeals Committee shall be by simple majority. The Appeals Committee may overturn the recommendation of the Faculty Status Committee only in the event of clear error.

The Appeals Committee shall inform the Faculty Status Committee, the faculty member under review, and the Provost of its decision in writing within fourteen (14) working days after the submission of all supplemental appeal materials, and any presentation to the committee.

The Provost shall forward the recommendation of the Faculty Status Committee, and the Appeals Committee, along with his or her own recommendation, to the President within ten (10) working days.

The President shall have the final decision.

C.11 Separation

a) Non-Reappointment

A notice of non-reappointment of full-time positions shall be given in writing in accordance with the following standards:

- Not later than March 1 of the first academic year of service, if appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three (3) months in advance of its termination.
- Not later than December 15 of the second academic year of service, if the appointment expires at the end of the year; or, if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination.
- For Contractually Limited Term faculty, not later than December 15 of any year after the second academic year of service, if the appointment expires at the end of the year; or, if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination. For other full-time positions, at least twelve (12) months before the expiration of an appointment after two or more years in the institution.
- Non-renewal of a probationary appointment with less advance notice than that specified above shall be preceded by a statement of reasons as well as the opportunity to be heard by the Committee on Academic Privilege and Tenure specified in section II.G.I Committee on Academic Privilege and Tenure of these regulations, but without the necessity on the part of the probationary faculty member of sustaining the burden of proof.

C.12 Dismissal for Cause

Dismissal is a process by which the University ends its contractual agreements with a faculty member for adequate cause. Dismissal for cause must be distinguished from non-reappointment of a probationary faculty member (section I.C.11.a Non-Reappointment). Adequate cause for dismissal must relate directly and substantially to the fitness of the faculty member to fulfill his/her professional duties. In the performance of professional responsibilities, faculty must act with clear mindfulness of the Mission of the University in accordance with the directives of section II.D.I Academic Freedom.

a) Cause

Dismissal proceedings may be commenced only for the following reasons:

- professional incompetence;
- neglect of duties, amounting to material breach of contract;
- grave personal misconduct relating directly to a faculty member's fitness to practice his/her profession;
- serious failure to follow the canons and ethics of either the faculty member's discipline or those of the teaching profession in general;
- gross violation of the Mission of the University. For the purpose of this section, the Mission of the University Statement shall be narrowly construed. Proceedings under section I.C.12.e Dismissal for Cause shall not be commenced except upon the commission of an overt act in contravention of the Mission of the University.

b) Faculty Peer Review Group (FPRG)

For purposes of determining the relevance of particular charges to the standards in section I.C.12.a Cause, of investigating and evaluating the record as a whole, and of submitting a recommendation to the President of the University, a Faculty Peer Review Group (FPRG) shall be convened. The membership shall be:

- The Chair of the Faculty Status Committee
- The Chair of the Faculty Policy Committee
- The member of the Curriculum Committee from the same representative grouping as the defendant faculty member
- A tenured faculty member from the same or a cognate discipline as that of the defendant faculty member. The FPRG shall select this member to the Committee. The defendant faculty member may veto any selection for reasonable cause.

The Chair of the FPRG shall be selected by the membership of the FPRG.

Any FPRG vacancies due to conflict of interest, illness, or other like reasons shall be filled by a vote of the Committee membership.

c) Rules of Procedure

The FPRG shall be governed by the rules of procedure enunciated in this Handbook. The FPRG shall have the power to determine its own rules of procedure:

- if the Handbook is silent;
- insofar as such rules do not conflict with faculty rights or privileges otherwise indicated by the Handbook; and
- so long as such rules comport with the objectives of ensuring that committee actions are fair, reasonable, and expeditious.

d) Settlement

In all cases arising under professional incompetence, neglect of duties, or grave personal misconduct, discussions between the faculty member and the President of the University, the Provost, or a Department Chair may reach a mutual settlement. In cases relating to professional incompetence or neglect of duties, any continuation of appointment must include:

- a written plan of improvement,
- a reasonable amount of time to fulfill the plan,
- a stated deadline,
- written notification of failure to comply with the plan within two weeks of such failure.

e) Dismissal Proceedings

In the event that a settlement cannot be reached, or is breached, or upon written notification of failure to comply with a plan under section I.C.12.d Settlement, dismissal proceedings may be commenced.

A written statement of charges shall be presented to the faculty member and to the FPRG by the Provost or Department Chair.

The FPRG shall hold hearings to evaluate the appropriateness of the statement of charges and the sanction of dismissal, or some lesser sanction.

A faculty member may waive the right to a hearing, and respond in writing. The FPRG should admit all relevant evidence. All recommendations of the FPRG shall be based solely on the hearing record. The burden of proof that adequate cause exists shall be on the University, which burden of proof shall be by clear and convincing evidence in the record considered as a whole. The FPRG shall recommend to the President of the University its findings and conclusions.

The President of the University shall make the final decision regarding dismissal for cause. The President shall communicate in writing her decision and reasons to the faculty member. If a unanimous recommendation of the FPRG is rejected by the President, she shall communicate to the Committee her rationale for the rejection.

f) Appeal

A faculty member may appeal the decision of the President to the Board of Trustees on the grounds that the decision is manifestly contrary to the weight of the evidence or that a flagrant violation of academic due process has occurred.

If a sanction or sanctions other than dismissal are contemplated, the Provost will notify the faculty member of the basis of the proposed sanction. An opportunity to contest such a decision shall be provided to the faculty member. Academic due process in this case shall be commensurate with the interests at stake.

C.13 Program Termination or Redirection

Program termination is a formal discontinuance of an academic program, department, or other academic entity which educates or trains students. Program redirection is a formal revision of the educational functions being performed by an academic department, program, or other academic entity. A tenured faculty appointment may be terminated as a result of program termination or redirection.

The Curriculum Committee will make recommendations regarding program termination or redirection to the Provost, the President, the Faculty Assembly, and the Board of Trustees. The chairs of departments affected by program termination or redirection shall be actively consulted and involved in the initiation of such recommendations by the Curriculum Committee, in all stages.

a) Standards

The Curriculum Committee shall specifically and separately address the following three standards:

- the academic viability of the program,
- the Mission and commitment of the University as stated under the "Characterization of Mount Saint Mary's University" in the current University catalog, and

- the import of long-range economic considerations. Equal attention shall be paid to articulating and evaluating the components of each standard.

b) Curriculum Committee Recommendations

In their recommendations for program termination or redirection, the Curriculum Committee shall state, relative to each of the above standards, whether or not the program looks unpromising.

In cases of program termination, at least two of the three conclusions regarding academic viability of the program, the effect on the Mission of the University, and the long-range economic considerations shall be consistently unpromising.

In cases of program redirection, at least two of the three conclusions regarding the standards shall be consistently unpromising; at least one non-economic standard shall be determined to represent a threat to the continued welfare of the University.

The recommendations of the Curriculum Committee concerning program termination or redirection shall include separate statements by department or program faculty members expressing their opinions regarding the Committee's recommendations, conclusions, and statements of fact.

c) Personnel Impact Statement

Recommendations for program termination or redirection shall be accompanied by a personnel impact statement in regard to tenured faculty. Recommendations to the Provost on matters in section I.C.13 Program Termination or Redirection shall be solely the province of the Faculty Status Committee.

This impact statement shall be prepared by the Faculty Status Committee.

The personnel impact statement shall include an evaluation of the potentialities of:

- relocation of the faculty affected by program termination or redirection within the institution,
- retraining of faculty so affected,
- early or phased retirement for such faculty, and
- termination of the appointment(s) of such faculty. Upon request of a faculty member, the personnel impact report shall be restricted to those academic entities normally concerned with personnel matters.

d) Relocation

Relocation is the shifting of a tenured faculty member's primary responsibilities from a department or program affected by program termination or redirection to another or other areas of competence, either academic or administrative, or some combination thereof. A tenured faculty member affected by program termination or redirection may teach up to a total of four classes per academic year in an alternative field in which he/she is competent.

No faculty member may teach more than four courses per academic year in a field outside the original appointment area without the express consent of the department or program of entry.

Questions of competence outside the original appointment area will be decided by the Provost in consultation with the Faculty Status Committee and the Chair of a department or program concerned.

Data on certifications, courses taken, and other indicia of competence in cognate or other fields shall be collected and maintained in the office of the Provost.

e) Retraining

Retraining is the acquisition of alternative skills by a faculty member in anticipation of, or as a consequence of, program termination or redirection.

The University will assist, wherever feasible, in the retraining of tenured faculty likely to be, or already, affected by program termination or redirection.

Sabbatical proposals in furtherance of retraining activities shall take priority over all other sabbatical proposals after approval by the Faculty Status Committee.

f) Priorities

Priorities as to termination of appointment(s): If choices must be made between termination or retention of tenured faculty in a department or program, the decision shall be made in the light of all the facts and circumstances, including (but not limited to) degrees attained, rank, years in service, affirmative action considerations, professional accomplishments, teaching proficiency, and the academic integrity of the remaining department or program.

g) Procedure

Recommendations to the Provost on matters in section I.C.13.c Personnel Impact Statement shall be solely the province of the Faculty Status Committee.

A final and formal recommendation to terminate a tenured appointment because of program termination and/or redirection shall be made to the President and the Board of Trustees by the Provost after all reasonable efforts to relocate or retrain have failed.

Notice of termination of appointment because of program termination or redirection shall be issued at least one year prior to its effective date.

h) Appeal

A faculty member who wishes to appeal a decision of Provost to recommend termination under this section may apply to the Faculty Peer Group (see section I.C.12.b Faculty Peer Review Group), but only on the grounds that procedures and standards of this section (section I.C.13 Program Termination or Redirection) have been substantially violated.

i) Severance Pay

A tenured faculty member terminated under this section shall receive the equivalent of at least one year's salary.

C.14 Financial Exigency

a) Declaration

Under extraordinary circumstances (i.e., an imminent financial crisis which seriously jeopardizes the quality of the University's academic programs and imperils the capacity of the University to fulfill its Mission), the Board of Trustees may declare a state of financial exigency. If such extraordinary circumstances occur, then the University administration must take action through the following procedures:

b) Financial Exigency Committee

The President of the University shall call into session a Financial Exigency Committee which shall include, in addition to the President (as Chair):

- the Faculty Assembly Executive Council, and
- the Administrative Council.

The Financial Exigency Committee shall, within 14 calendar days, prepare a report to be presented by the President to the Board of Trustees:

- If there is unanimous agreement that circumstances call for a declaration of financial exigency, the report shall be sent to the Board of Trustees by the President.
- If there is disagreement that there is a state of financial exigency, the issue shall be resolved by the Board of Trustees, after receiving majority and minority reports and after hearing representatives from both sides.
- The Board makes its decision after discussion and voting in closed session.

c) Termination Because of Financial Exigency

Financial exigency to justify the termination of tenured faculty must be demonstrably bona fide and shall be declared under extraordinary circumstances (i.e., an imminent financial crisis which seriously jeopardizes the quality of the University's academic programs and imperils the capacity of the University to fulfill its Mission.) Projections of income must indicate that the University faces a shortage of funds that will be chronic, severe, and not capable of being alleviated by managerial or budgetary techniques other than termination of tenured faculty.

d) Declaration

A declaration by the Trustees that a state of financial exigency exists shall include the following:

- A demonstration that the projections of an extraordinary financial crisis are realistic.
- A demonstration that managerial or budgetary devices (e.g., salary reductions or reallocations) other than termination of tenured faculty cannot alleviate the anticipated conditions.

e) Academic Committee

After a declaration of a state of financial exigency by the Trustees, the President shall call into session an Academic Committee which shall be chaired by the Chair of the Curriculum Committee and which will include the members of the Curriculum Committee, and the Chair of the Faculty Policy Committee. This committee shall be convened to recommend:

- i) endorsement of the declaration of financial exigency by the Faculty Assembly, or
- ii) reconsideration by the Trustees of specific managerial or budgetary devices that could alleviate the anticipated conditions.

The Academic Committee must recommend either i) or ii) above within one (1) calendar month after the declaration of financial exigency by the Trustees.

f) Faculty Assembly

Upon either a recommendation by the Academic Committee of endorsement of the declaration of financial exigency, or a rejection of reconsideration by the Trustees, a special Faculty Assembly shall be convened within seven (7) calendar days.

The only agenda item should be the consideration of the declaration of the financial exigency already made by the Trustees.

A response from the Faculty Assembly must be sent to the President within 14 calendar days of the faculty meeting.

g) Trustee Resolution

The President shall forward this response to the Board of Trustees.

If the response from the Faculty Assembly does not support by at least two-thirds majority either the declaration of financial exigency already made by the Trustees, or the means taken to meet the exigency, then the matter will be resolved by the Board of Trustees after receiving majority and minority reports and after hearing representatives of both sides.

The resolution of the Trustees shall thereupon be final and unappealable.

h) Program Termination, Redirection, and Curtailment

Upon completion of the stages in section I.C.14.a Declaration through section C.14.g Trustee Resolution, the Provost, in consultation with the Curriculum Committee, shall recommend to the President, who shall then forward to the Board of Trustees, the recommendations on program termination, redirection and curtailment.

In exercising this authority, the Provost shall be bound by section I.C.13 Program Termination or Redirection, except that the sole standard for program termination, redirection, or curtailment shall be a financial crisis which seriously jeopardizes the quality of the University's academic programs and imperils the capacity of the University to fulfill its Mission.

Upon completion of the provisions in section I.C.14.h Program Termination, Redirection, and Curtailment, the Provost, with the concurrence of the Faculty Status Committee, shall recommend to the President and the Board of Trustees whatever faculty terminations for program termination, redirection, or curtailment are reasonably calculated to ensure the capacity of the University to fulfill its Mission.

i) Appeal

Appeals of recommendations or decisions under section I.C.14.h Program Termination, Redirection, and Curtailment shall be made according to the procedures of Section II.G.2 Faculty Grievance Committee.

j) Annual Review

A state of financial exigency and the authority assumed thereunder shall be reviewed annually by the Board of Trustees: only the continued existence of such financial exigency shall justify a renewal for an additional year.

C.15 Outside Employment

Outside employment includes any compensated services that a full-time faculty member engages outside of the University. It is the responsibility of the faculty to avoid any conflict with contractual obligations to the University as identified in the primary duties of the full-time faculty members, as outlined in the Faculty Handbook.

Written approval of the Department Chair and the Provost is required if the aggregate time entailed will amount to more than the equivalent of one normal working day per week or more than one course per semester. Since department and University needs may change, such approval must be renewed each academic year.

C.16 Availability

Full-time faculty shall be available to the institution for a period of time beginning five days prior to the beginning of the term and extending five days after the close of the term.

II. University Governance

Mount Saint Mary's University adheres to the spirit and the principles of the 1966 Joint Statement on the Government of Colleges and Universities issued by the American Association of University Professors [American Association of University Professors](#), the American Council on Education, and the Association of Governing Boards of Universities and Colleges. The University adheres to a policy of appropriately shared responsibility and authority in the decision-making processes within the institution. Faculty members have a duty to participate in the Faculty Assembly and to serve on University committees, especially those faculty committees responsible to the Faculty Assembly.

A. Faculty Assembly

A.1 Jurisdiction

The jurisdiction of the Faculty Assembly shall be to determine and approve by vote the academic and faculty policies of the University. Decisions of the Faculty Assembly with respect to matters within its specified jurisdiction shall constitute the binding action of the University Faculty.

A.2 Functions

The Faculty Assembly may consider any subject pertaining to the interests of the University and may make recommendations on those subjects to the appropriate committees, boards, or University Administration.

A.3 Accountability

The Faculty Assembly is accountable to the President of the University.

A.4 Composition

- All faculty members regardless of appointment or rank
- Professors Emeriti/ae

A.5 Those with Voting Privileges

- Tenured/Tenure-Track Faculty
- Contractually Limited Term (CLT) faculty
- Fractional Term Equivalent (FTE) faculty of 75% or more

A.6 Attendance

Faculty Assembly is presumed open to University Staff and Administration unless the President of the Faculty, or a majority vote of the Faculty Assembly, calls for a closed session opened to Faculty only.

It is the responsibility of Tenured/Tenure-Track and CLT faculty to attend Faculty Assembly.

A.7 Proceedings

The President of the Faculty shall set the agenda, in consultation with standing committee chairs, and preside over the proceedings of Faculty Assembly. The President of the Faculty shall be elected in

accordance with section II.B.1 and II.D.4.e. The President of the Faculty shall give precedence to the business of the Standing Committees. The agenda shall be made available at least one week (seven calendar days) in advance of Faculty Assembly.

The Proceedings of the Faculty Assembly are to be recorded in the minutes that are taken by the Faculty Assembly Recorder. The Faculty Assembly Recorder shall be nominated and elected in accordance with section II.B.3 and II.D.4.e. The President of the Faculty shall make the minutes accessible to all voting members of the Faculty Assembly. The minutes shall be approved at the subsequent Faculty Assembly. Electronic copies of all minutes are to be maintained in perpetuity by the Office of the Provost.

A.8 Quorum

Before undertaking the business of the Faculty Assembly, the Faculty Recorder must establish the presence of a quorum. One-third of the voting membership of the Faculty Assembly shall constitute a quorum for purposes of conducting business. The President of the Faculty shall be provided with a list of eligible voting faculty members from the Office of the Provost.

Except as otherwise indicated, the ordinary rules of parliamentary procedure shall be followed.

A.9 Methods of Voting

No vote taken is valid unless the total number of those present equals more than one-half of the voting membership of Faculty Assembly.

No proposal or substantive matter may be voted upon unless it had been distributed by the President of the Faculty at least one week (seven calendar days) before the Faculty Assembly at which the vote occurs.

The Faculty Policy Committee is responsible for conducting and counting votes at Faculty Assembly. The Chair of the Faculty Policy Committee shall be provided with a list of eligible voting faculty members from the Office of the Provost.

Voting on proposals and substantive matters will normally take place by secret ballot at the Faculty Assembly at which the matters were discussed. Only those present at Faculty Assembly may vote. Proxy voting is not allowed. Upon a seconded motion, and majority voice vote in the affirmative, votes on proposals may be conducted by a voice vote of yeas and nays.

Voting on procedural matters will ordinarily be by voice vote of yeas and nays.

Elections for membership on Faculty Committees are conducted as specified in section II.D.4.e.

A.10 Meetings

Each academic year, there shall be at least four scheduled meetings. The dates and times are to be published no later than the first week of the semester. The President of the Faculty may cancel a scheduled meeting for lack of a substantive agenda, or University emergency.

Special meetings may be called under the following circumstances:

- At the discretion of the President of the University.
- Upon the urgent request of any Chair of a Standing Committee, and as agreed to by the President of the Faculty.

- At the request of at least one-fourth of the voting members of the Faculty Assembly. Upon such a request, the President of the Faculty shall call a meeting within 10 calendar days. Days on which the University is closed will not count toward the 10 days.

B. Elected Faculty Offices and Elected Standing Committees

B.1 President of the Faculty

The President of the Faculty shall be a tenured faculty member nominated and elected by the Faculty. The term of office shall be two (2) years. During those two (2) years, the President of the Faculty may have a teaching load which is reduced by three units per academic year. No President of the Faculty may serve more than two full consecutive terms.

Duties and Responsibilities:

- Set and distribute agenda for Faculty Assembly at least seven (7) calendar days before Faculty Assembly, including proposals upon which faculty may vote.
- Preside over Faculty Assembly.
- Review approved minutes of each Faculty Assembly and ensure that the minutes are made available to faculty and provided to the Office of the Provost.
- Participate as an ex officio, nonvoting member on the Educational Affairs Committee (Ed Affairs) of the Board of Trustees. Participation during Executive session is by invitation of the Chair of the Ed Affairs Committee. There are ordinarily four (4) meetings of the Ed Affairs Committee per year. Where the President of the Faculty is not able to attend a meeting of the Ed Affairs Committee, the Vice President of the Faculty may attend. If neither the President of the Faculty or the Vice President of the Faculty are available, a standing committee chair may attend.
- Be available for consultation with the Provost, President, and Board of Trustees on matters of importance to faculty.
- Ensure that faculty committees report at least once a year.
- Manage catering services for Faculty Assembly.
- Manage the Faculty Assembly Budget.
- Receive training and be available for service on Grievance Committee hearings, Zero-Tolerance Policy proceedings, or other proceedings related to claims by or against a Faculty member.
- Reserve space for Faculty Assembly.
- Serve as a liaison between faculty and administration.
- Serve on Faculty Executive Council in accordance with section II.B.4.
- Set schedule for Faculty Assembly meetings.
- Serve on, and set and distribute agenda for, Faculty Executive Council in accordance with section II.B.4, in consultation with the Vice President of the Faculty.

B.2 Vice President of the Faculty

The Vice President of the Faculty shall be a tenured faculty member nominated and elected by the Faculty. The term of office shall be two years. No Vice President of the Faculty may serve more than two full consecutive terms. There is no course reduction associated with the position of Vice President of the Faculty.

Duties and Responsibilities:

- Assume the position of President of the Faculty if the President of the Faculty resigns from the position or becomes unavailable for more than one semester. In that event, the Election Committee shall conduct a special election to fill the vacant Vice President of Faculty position in accordance with II.B.4.f, and the new President may receive a three-unit course reduction during each academic year of service.
- Carry out duties of President of the Faculty in the event the President of the Faculty Assembly is temporarily unavailable.
- Receive training and be available for service on Grievance Committee hearings, Zero-Tolerance Policy proceedings, or other proceedings related to claims by or against a Faculty member.
- Serve on Faculty Executive Council in accordance with section II.B.4 and be available for consultation with the President of the Faculty on setting the agenda.
- Share the duties and responsibilities of Faculty Assembly, as agreed to in consultation with the President of the Faculty.

B.3 Faculty Assembly Recorder

The Faculty Assembly Recorder shall be a faculty member nominated and elected by the Faculty for a term of two years. No Recorder may serve more than two full consecutive terms. No course reduction is associated with the Recorder position.

Duties and Responsibilities:

- In consultation with relevant Committee Chair and the Faculty President, the Faculty Assembly Recorder shall ensure that appropriate ballots and materials are present at Faculty Assembly.
- The Recorder shall determine the quorum at each Faculty Assembly. This may be done through sign-in sheets or by a voice roll call. One-third (1/3) of the voting membership of the Faculty Assembly shall constitute a quorum for purposes of holding the meeting. More than one-half (1/2) of the membership present and voting shall constitute a quorum for purposes of holding a binding vote.
- The Recorder shall take minutes of every Faculty Assembly.
- The Recorder shall provide those minutes to the President of the Faculty, who will review them for submission to the Office of the Provost and distribution to faculty. The minutes must be made available to the President of the Faculty in time for distribution with the Agenda.
- Work with President of the Faculty to find an alternate recorder due to illness or necessary absence from a Faculty Assembly.

B.4 Faculty Executive Council

a) The Faculty Executive Council shall consist of:

- Representative from the Office of the Provost (nonvoting)
- The Chair of the Academic Policy Committee
- The Chair of the Faculty Status Committee
- The Chair of the Curriculum Committee
- The Chair of the Faculty Policy Committee
- The Chair of the Program Review Committee
- The President of the Faculty
- The Vice President of the Faculty

b) The President of the Faculty shall serve as the Director of the Council. Duties of Director of the Council include:

- Set meeting dates, usually once per month
- Set and distribute agenda in consultation with other Council members

Term of appointment continues for the duration of service as President of the Faculty, Vice President of the Faculty, or Chair of one of the standing committees designated to serve as part of Faculty Executive Council.

c) Duties and Responsibilities of Faculty Executive Council:

- By majority vote, act on behalf of Faculty in the event that emergency prevents action by the Faculty Assembly. Any such action must be placed before the Faculty for consideration at the next Faculty Assembly.
- Facilitate communication among faculty and the University Administration (e.g., Office of the Provost, Office of the President of the University, Board of Trustees).
- Facilitate communication among the Standing Committee Chairs.
- Report to Faculty Assembly at least once per year to report on activity of the Committee.
- Report to other bodies as may be appropriate to ensure communication among Faculty and Administration (e.g., Academic Leadership Council, Standing Committee meetings).
- Serve as a consulting body to the University Administration.

C. Standing Committees of the Faculty: General Rules, Responsibilities, and Procedures

Standing Committees responsible to the Faculty Assembly formulate policy on all matters related to faculty responsibilities, rights, and procedures affecting Faculty within their specified jurisdiction.

Faculty serve on standing committees by election of the Faculty Assembly. Elected members shall begin to serve on the first day of contractual service of the next academic year following election.

The policies and proposals formulated by the Standing Committees are by majority vote, including that of the Chair.

The Chair of each standing committee shall provide official Committee minutes to the Office of the Provost at the end of each academic year, and those minutes shall be electronically maintained by the Office of the Provost and made available to all faculty.

Faculty committee policies or proposals do not take effect until approved by the Faculty Assembly and, for substantive changes, the Board of Trustees. Decisions of the Faculty Assembly with respect to matters within its specified responsibilities shall constitute the binding action of the University Faculty.

Standing Committees may create temporary subcommittees if supported by a majority of that standing committee.

No ad hoc committee or task force shall be formed where responsibilities overlap that of a Standing Committee without consultation with, and majority vote by, the standing committee.

If a faculty member must relinquish membership for more than one semester of an elected term, a special election shall be held by the Faculty Election Committee in accordance with section II.D.4.f. Where the absence is for one semester or less, the Chair of the Standing Committee, in consultation with the Chair of the Faculty Election Committee, may appoint someone with qualifications consistent with committee membership to fill the vacancy. The Chair should take into consideration balance of department and program representation on the committee, and increased faculty participation in committee service. The Chair of the Standing Committee shall notify the Chair of the Faculty Policy Committee and the Chair of the Faculty Election Committee whenever a replacement appointment or special election is needed.

Chairs of standing committees receive a three-unit course reduction each academic year.

Whenever a new committee is established, the initial election of members shall be for staggered terms of office in order to maintain membership continuity.

C.1 Standing Committees of the Faculty Directly Accountable to the Faculty Assembly

These shall include:

- Academic Freedom Committee
- Academic Policy Committee
- Curriculum Committee
- Faculty Election Committee
- Faculty Policy Committee
- Faculty Status Committee
- Faculty Status Appeals Committee
- Faculty Status Classroom Observation Committee

- Program Review Committee

C.2 Standing University Committees with Elected Faculty Representation, Directly Accountable to the Provost

These shall include:

- Academic Assessment Committee
- Internal Grant Committee
- Library Advisory Committee
- Space and Calendar Committee
- Weekend/Evening & Online Advisory Council

C.3 Standing Boards

These shall include:

- Academic Integrity
- Academic Grievance
- Student Life Policy

C.4 Those Eligible for Standing Committee Service

Tenured/tenure-track Faculty

Contractually Limited Term Faculty (CLT)

Fractional Term Equivalent (FTE) faculty of 75% or more

Some standing committees may have additional eligibility requirements which must be included in the committee membership composition statement.

Standing committees are directly accountable to the Faculty Assembly. Standing committees may determine their own procedures to the extent that these do not conflict with the rights and privileges of faculty members as listed in the Handbook. University standing committees are directly accountable to the Provost.

D. Standing Committees of the Faculty: Specific Rules, Responsibilities, and Procedures

D.1 Academic Freedom Committee

Mount Saint Mary's University adopts the 1940 Statement of Principles of the American Association of University Professors (AAUP): [1940 Statement of Principles on Academic Freedom and Tenure](#)

Faculty at Mount Saint Mary's University have the right to question institutional policy and to determine jurisdiction of institutional policy regarding academic research and teaching. Shared academic governance, paired with academic tenure, is the foundation of academic freedom.

Academic freedom in research, teaching, and publication is fundamental to the advancement of truth and learning for faculty and students. Freedom of thought and expression is essential to any institution of higher learning. Universities and colleges exist not only to transmit existing knowledge; they also interpret, explore, and expand that knowledge by testing the old and investigating the new. Free speech is not simply an aspect of the educational enterprise — it is a precondition of the academic enterprise itself.

Mount Saint Mary's University affirms the values of free and open exchange of ideas and the creation and dissemination of knowledge. We recognize and uphold the principles of academic freedom. To sustain such freedom and openness requires objectivity, trust, and confidence free of coercion, intimidation, or exploitation. Members of the University community are entitled to freedom in carrying out research and in publishing, performances, and artistic expression. They are also entitled to freedom of teaching, learning, and discussion; as well as freedom from institutional censorship. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base research and presentation on an honest search for knowledge.

Academic freedom means that classroom materials of an explicit or potentially offensive nature that are directly relevant to the subject matter and goals of the course may be protected. As necessary, the Academic Freedom Committee may be consulted when such questions arise.

a) Composition

- The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.
- Membership:
- One full-time faculty member with at least two years of experience at the University for a two-year term; and
- One other full-time faculty member to be elected for a one-year term.
- No faculty member may serve more than two full consecutive terms.

b) Accountability

- The Committee is accountable to the Faculty Assembly.
- The Committee shall report to Faculty Assembly at least once per academic year.

c) Jurisdiction

The Committee oversees issues that impact academic faculty freedom in research, teaching, and publication, which is fundamental to the advancement of truth and learning. The Committee is responsible for protecting freedom of thought and expression, which is essential to fulfill the mission and obligations of academics and educators.

d) Functions

- The Committee shall be included in the development of policies regarding the freedom of students to express ideas that differ from any interpretation or any viewpoint presented by an

instructor. In students' exercise of this freedom, it is recognized that there should be no disruption of the academic process of the class.

- The Committee shall be included on any grievance actions filed against a faculty member. The Chair shall be sent any action filed against a faculty member, and no action may be taken before consultation with the Chair of the Committee on Academic Freedom. Faculty may request that the Chair or a member of the Academic Freedom Committee be present at all meetings pertaining to a Grievance filed against them.
- The Committee shall receive and investigate complaints of a faculty member regarding violations of academic freedom.
- The Committee shall issue advisory opinions regarding academic freedom upon request from the Faculty Assembly or the Academic Grievance Committee.
- The Committee shall participate in hearings involving the termination for cause of tenured faculty members.
- The Committee shall be consulted whenever challenges are raised as to the use by faculty of material deemed to be offensive or inappropriate.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

D.2 Academic Policy Committee

a) Composition

- The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.
- The Dean, Traditional Undergraduate Programs, Doheny Campus (nonvoting).
- The Dean, Traditional Undergraduate Programs, Chalon Campus (nonvoting).
- The Dean, Weekend/Evening College and Online Programs (nonvoting).
- Six full-time, voting faculty members with at least one year of experience at the University shall be elected by faculty for a term of three years. No faculty member may serve more than two full consecutive terms.
- Two voting student members to serve at least one semester, but no more than two consecutive semesters. The students shall be chosen by the Committee, in consultation with Department Chairs and Student Affairs. One student shall be from the Traditional Undergraduate Program at Chalon and one from the Traditional Undergraduate Program at Doheny. Students must be able to meet during committee meeting times, have a minimum GPA of 3.0, and be in good standing with the University.
- The Registrar, and any other appropriate University officer, at the request of the committee, may serve as nonvoting consultants to the Committee.

b) Accountability

- The Committee is accountable to the Faculty Assembly.
- The Committee shall report to Faculty Assembly at least once per academic year.

- The Chair shall provide official Committee minutes to the Office of the Provost at the end of each academic year, and those minutes shall be electronically maintained by the Office of the Provost and made available to all faculty.

c) Jurisdiction

The Committee has jurisdiction over policies relating to the academic standards in the undergraduate programs.

d) Functions

- The Committee recommends to the Faculty Assembly policies relating to the academic standards in the undergraduate programs including:
 - Academic achievement;
 - Academic probation, disqualification, and re-admission;
 - Admissions and graduation standards;
 - Standards and practices of evaluation, grading, and crediting of student achievements; and
 - Student academic honors.
- The Committee coordinates amendments to the academic Catalog reflecting amendments to policies relating to academic standards adopted by Faculty Assembly.
- The Committee acts as a consultative body for the Provost.
- The Committee may receive proposals relating to matters under its jurisdiction from faculty, other committees, and the administration of the University.

The Committee may initiate proposals for changes to the academic Catalog. In coordination with the Faculty Policy Committee (see section II.D.5.d), the Committee may initiate proposals pertaining to the Faculty Handbook to Faculty Assembly regarding matters within its jurisdiction.

D.3 Curriculum Committee

a) Composition

- The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

- Nine full-time faculty members with at least two years of full-time experience at the University, one from each of the clusters listed below, shall be elected to serve three-year terms. No faculty member shall serve more than two full consecutive terms.
 - Art, Music, Philosophy, Religious Studies
 - English, Modern Languages
 - Sociology, Psychology, Education/Liberal Studies
 - History/Political Science, Business Administration
 - Biology, Math, Physical Sciences
 - Nursing (excluding ADN)

- Associate Degree programs (including ADN)
- Two Members at Large:
- One elected from any department
- One selected by the Curriculum Committee preferably from unrepresented departments
- Two voting student members to serve at least one semester, but no more than two consecutive semesters. The students shall be chosen by the Committee, in consultation with Department Chairs and Student Affairs. One student shall be from the Traditional Undergraduate Program at Chalon, and one from the Traditional Undergraduate Program at Doheny. Students must be able to meet during committee meeting times, have a minimum GPA of 3.0, and be in good standing with the University.

Nonvoting administrative representatives:

- The Dean, Traditional Undergraduate Programs, Doheny Campus
- The Dean, Traditional Undergraduate Programs, Chalon Campus
- The Dean of the Weekend/Evening College and Online Programs
- The Director of Instructional Design
- The Chair of the University Assessment Committee
- A representative of the Office of the Provost
- The Director for the Center for Academic Innovation and Creativity
- The Director of the Library

b) Accountability

- The Curriculum Committee is accountable to the Faculty Assembly, the Provost, the President, the Board of Trustees, and external accrediting bodies such as the WASC Senior College and University Commission (WSCUC), as indicated for the various functions specified below.
- The Committee shall report to Faculty Assembly at least once per academic year.
- The Chair shall provide official Committee minutes to the Office of the Provost at the end of each academic year, and those minutes shall be electronically maintained by the Office of the Provost and made available to all faculty.

c) Jurisdiction

The Committee has jurisdiction over the undergraduate curriculum, including degree and nondegree programs of study and General Education.

d) Functions

- The Curriculum Committee applies in the performance of its duties the standards of academic integrity and viability, the Mission of the University, long term economic viability in consultation with the Provost, and issues of academic freedom in consultation with the Chair of Academic Freedom.

- The Committee exercises general responsibility for the undergraduate degree programs and academic nondegree programs, in consultation with the academic departments and administrators.
- The Committee reviews, evaluates, and recommends changes in the program of General Studies, in consultation with the academic departments and programs.
- The Committee reviews, evaluates, and approves proposals for General Education designation for existing and new courses.
- The Committee reviews proposals for new undergraduate degrees, majors, certificate programs or significant revisions in existing programs, including significant changes in the instructional platform of majors or degrees, to determine academic viability. The Committee shall complete a report and include any accolades and recommendations for substantial revisions or changes to the proposal. The report shall be provided to the Department Chair or Program Director and the Office of the Provost. The Office of the Provost shall maintain an electronic copy of the report in perpetuity.
 - Before review of any new program or major, the Department Chair or Program Director must submit the proposal to the Office of the Provost for provisional approval as to economic viability.
- The Committee reviews and approves all proposals for new extradepartmental courses which receive academic credit, including, but not limited to, First Year Seminar (FYS), Special Programs (SPR), and Interdisciplinary (INT) courses.
- The Committee serves as consultant to the Provost in the preparation of the annual Instructional Budget.

e) Conduct of a New Program Review

Before review of any new program or major, the Department Chair or Program Director must submit the proposal to the Office of the Provost for provisional approval as to economic viability. In reaching a decision, the Office of the Provost will consult with the Curriculum Committee, Program Review Committee, the Faculty Executive Council, and may consult with appropriate University officials and departments, as appropriate, and request market studies, as deemed necessary. If the Office of the Provost gives provisional approval as to the economic viability of the proposal, it shall be submitted to the Curriculum Committee for a review of academic viability.

The proposal to the Office of the Provost and the Curriculum Committee shall include, but not be limited to, the following:

- Description of major or program requirements;
- Description of required courses and potential electives;
- Identification of current faculty with expertise to teach courses in the proposed program or major;
- Identification of new faculty hires needed to teach courses in the proposed program or major;
- Tentative assessment goals and outcomes;
- Identification of physical resources needed for new program or major (e.g., equipment, laboratory space);

- Description of how the new major would contribute to the General Education program of the University; and
- Description of how the new major or program would serve the Mission of the University. The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

D.4 Faculty Election Committee

a) Composition

- The Chair shall be a voting, full-time faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

- Two other voting faculty members elected by faculty for three-year terms. No faculty member may serve more than two full consecutive terms.

b) Accountability

The Committee is accountable to the Faculty Assembly.

The Committee shall report to Faculty Assembly once per academic year.

c) Jurisdiction

The Committee has jurisdiction over the conduct of faculty elections.

d) Functions

- The Election Committee shall oversee and conduct faculty elections and special elections as described in sections II.D.4 e and f.
- The Election Committee shall maintain and update the list of committee membership for all standing committees and ensure that it is posted electronically for access to all faculty.
- The Election Committee Chair shall temporarily fill committee positions, in consultation with that committee, as necessary and appropriate, and keep the Chair of the Faculty Policy Committee informed of any changes in committee membership. If a faculty member of the represented department is not available, the Chair of the Standing Committee, in consultation with the Chairs of Faculty Elections, Faculty Policy, and chairs of departments specified for the open position, may appoint a member at large that meets other requirements of the position, to serve on the committee until a special election can take place. The Committees shall seek to maintain a balance of departmental representation on the Committee when making the appointment.
- The Election Committee reviews and evaluates the voting procedures of Faculty Elections and Faculty Assembly.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

e) Conduct of Faculty Elections

Faculty elections shall be conducted as follows:

- i) The Chair of the Faculty Election Committee shall ensure that all open faculty committee positions are distributed to all eligible faculty no later than March 1st.
- ii) Tenured/Tenure-Track, Contractually Limited Term, and Fractional-Term Equivalent faculty members of 75% or more are eligible to serve on faculty committees. The notice of open positions shall include any other eligibility requirements.
- iii) Faculty may nominate themselves or others for a two-week period after dissemination of the list of open positions. Where there are no nominations to fill an open position, the Chair of the Election Committee may extend the nominations period for those positions only.
- iv) Nominations may be submitted by email or in writing to the Chair of the Elections committee. Where a faculty member is nominated by another faculty member, there must be an email or written notice from the nominee to the Chair of the Elections committee stating that the nomination has been accepted.
- v) The Chair of the Elections Committee shall distribute the ballot of faculty nominated for the open positions no later than April 1st.
- vi) Voting may be conducted electronically. The Committee may engage the assistance of the appropriate University officials to assist in the electronic voting system. The identity of the voters and their votes shall be kept strictly confidential.
- vii) The voting period shall continue for two weeks (14 calendar days) after the distribution of the ballots.
- viii) The Chair and membership of the Faculty Election Committee shall count the votes and may engage the assistance of appropriate University Officials to assist in counting the votes. The identity of the voters and their votes shall be kept strictly confidential.
- ix) The winner of the election shall be the nominee with the most votes.
- x) In the event of a tie, the faculty members shall be notified as soon as possible to determine if one would like to withdraw their candidacy. If not, the outcome shall be determined by a coin flip, preferably in the presence of the candidates, conducted and arranged by the Chair of the Committee on Faculty Elections within seven (7) days.
- xi) In the event that a winning faculty member turns down the position, the winner of the next highest number of votes is elected, until the position is accepted. If no one else ran for the position, or no one accepts the position, it will be temporarily appointed by the Chair of the Elections Committee in consultation with the other elected members of that committee. For vacancies for more than one semester, a special election will be conducted as described in section II.D.4.f.
- xii) The Chair of the Faculty Election Committee shall announce the winners no later than May 15th.

f) Conduct of Special Elections

Special elections will be held under three circumstances: a) Where an elected committee member must relinquish a position for more than one semester; b) no one accepts the position after being elected; and c) a new Committee is adopted with the approval of the Faculty Assembly.

- i) Where an elected committee member must relinquish a committee position for more than one semester, upon notification of the resignation the Chair of the Faculty Elections Committee will announce a call for nominations within ten (10) days. The nominations period shall last for seven (7) days. The voting period will last for a period of (7) days. The process for nominations, the process for voting, the determination of the winner, and the treatment of ties and refusals to accept positions are all treated in the same manner as described for regularly scheduled faculty elections, as described in section II.D.4.e.
- ii) Where a new committee or committee position is adopted at Faculty Assembly, a special election will be held in the Fall semester following adoption of the new committee; or, a provisional election may be held in the semester of the adoption of the new committee. The initial election of members on new committees shall be for staggered terms in order to maintain membership continuity.
- iii) For special elections in the Fall, the nominations period shall last for seven (7) days. The voting period will last for a period of (7) days. The election process should be completed by September 30th. The process for nominations, the process for voting, the determination of the winner, and the treatment of ties and refusals to accept positions are all treated in the same manner as described for regularly scheduled faculty in section II.B.4.e.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

D.5 Faculty Policy Committee

a) Composition

The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

The faculty shall elect four other full-time faculty members, with at least two years prior experience at the University, for three-year terms. No faculty member may serve more than two full consecutive terms.

b) Accountability

The Faculty Policy Committee is accountable to the Faculty Assembly.

The Chair shall provide official Committee minutes to the Office of the Provost at the end of each academic year, and those minutes shall be electronically maintained by the Office of the Provost and made available to all faculty.

c) Jurisdiction

The Committee has jurisdiction over policies and requirements pertaining to the welfare of the faculty, including both basic policies and the procedures for their implementation.

The scope of the Committee's jurisdiction includes, but is not limited to:

- Faculty appointments (section I.A);
- Faculty responsibilities (section I.B);
- Faculty Review (section I.C.);
- Tenure applications with promotion to Associate Professor (section I.C.3);

- All Promotion applications relating to Tenured/Tenure-Track and Contractually Limited Term faculty (sections I.C.4 and I.C.6 and I.C.7);
- Faculty Leaves of absence (Section I.C.10);
- Faculty Academic Freedom (in consultation with the Committee on Academic Freedom, section II.D.1d); and
- Faculty participation in the structure of faculty and academic governance (Section II).

d) Functions

- The Committee may initiate proposals under its jurisdiction.
- The Committee may also receive proposals relating to the matters under its jurisdiction from the following:
 - Faculty individually or as a group;
 - Other committees;
 - The administration of the University.
- The Committee coordinates with the chairs of standing committees regarding proposals to amend the Faculty Handbook. In order to be considered at Faculty Assembly, proposed amendments must be first submitted by standing chairs to the Chair of Faculty Policy. After review by, and consultation with, the Faculty Policy Committee, the proposal will be forwarded to the President of the Faculty for scheduling of the presentation. The President of the Faculty will determine scheduling in accordance with section II.A.7.
- The Committee incorporates into the Faculty Handbook those revisions and amendments of the Handbook affirmed by the Faculty Assembly and, for substantive changes, approved by the Board of Trustees upon recommendation of the Provost and the President of the University.
- The Committee participates with the Provost in the planning of the orientation program for new faculty members (full- and part-time) at Mount Saint Mary's University.
- Every five (5) years, the Committee shall conduct a review of the entire Handbook.

D.6 Faculty Status Committee

a) Composition

- There shall be seven voting members and the Provost as a non-voting member
- The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.
- Membership:
 - a. One voting, full-time, tenured faculty member from the Graduate Program, elected by the faculty for a term of three years.
 - b. Four voting, full-time, tenured faculty members, one from each of the clusters listed below, representing the Undergraduate Program, and elected by the faculty for a term of three years.

- Nursing
 - STEM
 - Art/ English/Film/Languages/Music/Philosophy/Religious Studies
 - Business Administration/Education/History/ Liberal Studies/ Political Science/Psychology/Sociology/ Social Work
- One voting, full-time, tenured faculty member selected by the Faculty Status Committee, in consultation with the Faculty Policy Committee and Faculty Election Committee, for a term of one year. The Committees shall seek to maintain a balance of departmental representation on the Committee when making the appointment and inform the Election Committee once the appointment is made.
 - The Provost shall serve as a nonvoting member of the Committee.

No member of the Committee shall be considered for tenure, promotion, or any other committee consideration while serving on the committee.

The terms of office shall be staggered to insure continuity of membership. Members shall be eligible to be re-elected for no more than one additional consecutive term.

b) Accountability

The Faculty Status Committee is accountable to Faculty Assembly, the Provost, the President of the University, and the Board of Trustees.

The proceedings of the Faculty Status Committee are confidential.

A report of the Committee's decisions on faculty applications is to be submitted to the Provost and maintained by the Office of the Provost.

c) Jurisdiction

The Committee has jurisdiction over the standards, policies, and process related to faculty review.

d) Functions

- The Faculty Status Committee conducts annual reviews of tenure-track and contractually limited term (CLT) faculty in accordance with:
 - For Tenure-Track faculty during probationary period, section I.C.2.
 - For CLT Faculty, section I.C.5.
- The Faculty Status Committee reviews the applications of Faculty Members seeking:
 - Tenure, which conveys promotion to Associate Professor, in accordance with section I.C.3;
 - Promotion of tenured faculty to professor, in accordance with section I.C.4;
 - Promotion of CLT faculty to Associate Professor, in accordance with section I.C.6;
 - Promotion of CLT faculty to Professor, in accordance with I.C.7;
 - Sabbatical, in accordance with I.C.10.a; and
 - Leaves of absence, in accordance with I.C.10.b.

- The Committee, when requested by a faculty member under review, will arrange for a presentation with the faculty member and the Committee.
- The Committee provides a report of its recommendations based on its reviews to the Provost and the faculty member under review. Final recommendations are forwarded to the President of the University and the Board of Trustees.
- The Committee, when requested by a faculty member under review, will provide all material considered, and all documents created, pertaining to its recommendations, for the purposes of a faculty appeal, within ten (10) working days.
- The Committee provides recommendations concerning faculty terminations to the Provost and the President of the University.
- The Committee provides to the Faculty Status Classroom Observation Committee the list of faculty for observation and the due dates of observation reports.
- The Committee, in consultation with the Classroom Observation Committee, may develop a rubric for purposes of classroom observations. Any rubric to be used must be presented to, and approved by, Faculty Assembly and included in this Handbook as an appendix.
- The Committee may develop rubrics for purposes of faculty review. Any rubric to be used must be presented to, and approved by, Faculty Assembly and included in this Handbook as an appendix.
- The Committee, in consultation with the Faculty Policy Committee, develops a checklist for use by faculty under review, Chairs, and Program Directors for the purposes of annual review, and tenure and promotion applications.
- The Committee shall be consulted in the hiring process of new faculty, in consultation with the Provost and Department Chair or Program Director, in determining the appropriate initial rank at appointment.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

D.7 Faculty Status Appeals Committee

a) Composition

The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

- Seven elected tenured faculty members, one from each cluster below, shall be elected for three-year terms:
 - Art, Music, Philosophy, Religious Studies
 - English, Languages and Culture
 - Sociology, Psychology, Education
 - History/Political Science, Business Administration
 - Biology, Math/Physical Sciences

- Nursing Programs
- Graduate Programs

Members may serve no more than two consecutive terms.

b) Accountability

- The Committee is accountable to the Faculty Assembly.
- The Committee shall report to Faculty Assembly at least once per academic year.
- The Chair shall ensure communication with the Chair of the Faculty Status Committee.

c) Jurisdiction

The Committee has jurisdiction over the appeal standards and procedures pertaining to all decisions by the Faculty Status Committee.

d) Functions

- The Appeals Committee shall conduct the appeals of Faculty members regarding all decisions by the Faculty Status Committee.
- The Appeals Committee shall follow the procedures set forth in:
 - For tenure applications, with promotion to Associate Professor, section I.C.3.d;
 - For promotion of tenured faculty to Professor, section I.C.4.d;
 - For promotion of Contractually Limited Term faculty to Associate Professor, section I.C.6.d;
 - For promotion of Contractually Limited Term faculty to Professor, I.C.7.d.; and
 - For Sabbatical Leave, Sick Leave, Leave Without Pay, or any other decision by Faculty Status affecting a faculty member, section I.C.10.
- The Appeals Committee shall, if requested by a faculty member, arrange for a presentation by the appealing faculty member to the Appeals Committee.
- The Appeals Committee shall inform the Faculty Status Committee, the appealing faculty member, and the Provost of its decision in writing within fourteen (14) working days after the submission of all appeal materials.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

D.8 Faculty Status Classroom Observation Committee

a) Composition

The Chair shall be a voting, full-time faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

- Eight elected faculty members who regularly teach in the following programs:
 - Traditional Undergraduate Program, Chalon (2)
 - Traditional Undergraduate Program, Doheny (2)

- Graduate Programs (2)
- Weekend/Evening College and Online Programs (2)

No faculty member may serve more than two full consecutive terms.

b) Accountability

The Committee is accountable to the Faculty Assembly.

The Committee shall report to Faculty Assembly at least once per academic year.

The Chair shall work with the Chair of Faculty Status regarding development and continuing review of any rubrics or tools of assessment used to review faculty.

The Chair shall ensure that all Classroom Observation reports on faculty are provided to the Chair of the Faculty Status Committee on a timetable to be determined by the Chair of the Faculty Status Committee.

c) Jurisdiction

The Classroom Observation Committee has jurisdiction over the standards and process for classroom observations related to faculty review.

d) Functions

- Chair shall obtain list of the faculty to be observed from Chair of the Faculty Status Committee with the assistance of the Office of the Provost.
- Chair shall equitably assign faculty observations to committee members, with consideration given to committee members' teaching schedules.
- Chair shall obtain due dates of observations from the Chair of the Faculty Status Committee and communicate those dates to Classroom Observation Committee members.
- Chair and committee members shall contact faculty members under review to arrange observation dates and will take into consideration the preferences of the faculty member under review as to appropriate days for observation.
- Chair and committee members shall use only Faculty Assembly approved assessment tools in conducting observations (e.g., rubrics) and work with the Faculty Status Committee in developing and continually reviewing assessment tools.
- Chair and committee members shall conduct reviews in a timely manner.
- Chair and committee shall complete observation reports on every faculty member observed and obtain countersignatures on the report, which may be electronic.
- Chair and committee members shall coordinate to submit observation reports to the Chair of the Faculty Status Committee in accordance with dates set by the Chair of the Faculty Status Committee.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

D.9 Program Review Committee

a) Composition

The Chair shall be a voting, full-time, tenured faculty member elected by the faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

Six voting, full-time faculty members with at least two years of full-time experience at the University, one from each of the clusters listed below, shall be elected to serve three-year terms. No faculty member may serve more than two full consecutive terms.

Six voting, elected faculty members who regularly teach in one of each of the following programs or departments:

- Art, Music, Philosophy, Religious Studies
- English, Languages and Culture
- Sociology, Psychology, Education
- History/Political Science, Business Administration
- Biology, Math/Physical Sciences
- Nursing Programs

b) Accountability

The Committee is accountable to the Faculty Assembly, the Provost, the President of the University, and the Board of Trustees.

The Committee shall report to Faculty Assembly once per academic year.

c) Jurisdiction

Review of new and existing undergraduate academic programs and departments for academic viability.

d) Functions

- The Committee, in consultation with the Curriculum Committee, establishes criteria for academic viability of new and existing undergraduate programs and majors.
- The Committee periodically reviews and evaluates existing undergraduate academic programs and departments, including all majors, minors, and emphases within those programs or departments, regarding continued academic viability.
- The Committee shall complete a report and include any accolades and recommendations for substantial revisions or changes. The report shall be provided to the Department Chair and the Office of the Provost. The Office of the Provost shall maintain an electronic copy of the report in perpetuity. The Chair may request assistance from the Curriculum Committee in completing reviews.
- The Committee schedules reviews in consultation with Department Chairs and Program Directors. Each Program or Department shall be reviewed every five (5) years.
- The Committee, in consultation with the Curriculum Committee, provides direction for the development of Department and Program self-studies.

- The Committee, in consultation with the Curriculum Committee, provides direction to Department Chairs and Program Directors for the development of proposals for new programs or majors.
- The Committee, in consultation with the Curriculum Committee, develops tools of assessment for department and program reviews. These tools of assessment must be approved by Faculty Assembly and attached to the Handbook as an appendix.
- The Committee, in consultation with the Curriculum Committee, develops surveys for Faculty and Students regarding satisfaction within the Department or Program.
- The Committee, in consultation with the Curriculum Committee, shall develop parameters for external review committees to be employed during the existing department or program review process.

i) Review of Existing Programs and Departments

Periodically, each academic program and department shall be reviewed for academic viability. The Chair of the Program Review Committee shall contact Department Chairs and program Directors to schedule reviews. Each academic program and department will be reviewed approximately every five (5) years.

Materials for review shall include, but not be limited to:

- Department or Program self-study;
- Faculty surveys conducted by Committee;
- Student surveys conducted by Committee; and
- A report from an external review committee.

The Committee, in coordination with the Faculty Policy Committee (see section II.D.5.d), may initiate proposals to Faculty Assembly regarding matters within its jurisdiction.

E. University Standing Committees with Faculty Representation

E.1 Academic Assessment Committee

a) Composition

- The Committee shall be led by voting Co-Chairs. Both Co-Chairs shall be appointed by the Provost for a term of three years and at least one will be a full-time faculty member. No faculty Co-chair may serve more than two full consecutive terms.
- Institutional Planning and Research representative
- A Dean of Traditional Undergraduate or Graduate program
- A Cocurricular representative from the Library, the Professional & Academic Resource Center (PARC), the Student Resource Center, or the Advisement Department
- A representative from the Student Affairs Assessment Committee
- Eight voting faculty members elected by the Faculty Assembly for terms of three years (with staggered terms) from the following programs:

Traditional Undergraduate Program, Chalon (2)
Traditional Undergraduate Program, Doheny (2)
Weekend/Evening College and Online Programs (2)
Graduate program (2)

No faculty member may serve more than two full consecutive terms.

b) Accountability

The Committee is accountable to the Faculty Assembly and the Provost.

The Committee shall report to Faculty Assembly at least once every academic year.

Official minutes of the Committee shall be maintained electronically by the Office of the Provost and made available to all faculty.

c) Mandate

The Academic Assessment Committee (AAC) at Mount Saint Mary's University shall lead and sustain a culture of assessment at the institution. Assessment helps faculty and staff support student learning by informing their practice and directing their time and resources toward the areas of greatest need. The focus of the Assessment Committee will be institutional assessment including Graduate, Baccalaureate, Liberal Arts Core Education (LACE), and any cocurricular department, not under the Student Affairs Assessment Committee.

d) Functions

i) The Assessment Committee shall engage in the following activities pertaining to assessment:

- Initiate proposals under its jurisdiction.
- Review methods and instruments appropriate for assessing student learning outcomes.
- Identify resources (financial, staff, technology, etc.) necessary for an integrated system of assessment.
- Identify and implement the next steps in supporting a culture of assessment with an eye for continuous improvement.
- Educate the campus about assessment.
- Ensure training for assessment liaisons and campus community.
- Monitor progress toward WSCUC standards.
- Ensure that assessment of student learning outcomes continues to be a priority of the University.

ii) The University Assessment Committee will engage in the following activities in support of assessment:

- Conduct assessment of the Liberal Arts Core Education (LACE) student learning outcomes.
- Conduct an annual review of assessment in all programs (i.e., Institutional, Associate, Baccalaureate, Graduate, LACE, Cocurricular) which typically happens on a few days during the months of June, July, or August.

- Provide feedback regarding annual assessment to Program Assessment Liaisons (PALs), Cocurricular Assessment Liaisons (CALs), Department Chairs, and Program Directors on an annual basis.
- Offer ongoing consultation with assessment coordinators, University administrators, faculty, and others involved in assessment at Mount Saint Mary's University.
- Develop and maintain assessment process and procedures manual with input from faculty and staff.
- Maintain ongoing communication with Curriculum Committee, Graduate Council, and Student Affairs Assessment Team.

E.2 Committee on Internal Grants (CIG)

a) Composition

- The Committee shall be led by voting Co-Chairs. One Chair shall be the Associate Provost or representative of the Provost's Office. The other Co-Chair shall be a full-time faculty member elected for a term of three years. No faculty Co-Chair may serve more than two full consecutive terms.

Membership:

- Center on Academic Innovation and Creativity (CAIC) representative
- Five voting faculty representatives, who are 80% FTE or more, elected by the Faculty Assembly, one from each of the clusters below:
 - Art, Music, Philosophy, Religious Studies, English, Languages and Culture
 - Biology, Math/Physical Sciences
 - History/Political Science, Business Administration
 - Nursing
 - Sociology, Psychology, Education

No faculty member may serve for more than two full consecutive terms.

If an application is submitted by a CIG member, then they will recuse themselves from discussion of that application.

b) Accountability

The Committee is accountable to the Faculty Assembly, Provost, President of the University, and the Board of Trustees.

The Committee shall report to Faculty Assembly at least once every academic year.

c) Mandate

The Committee on Internal Grants (CIG) at Mount Saint Mary's University makes recommendations to the Provost about internal grant funds which may include, but are not limited to, Program Enhancement Grants (PEGs) and Professional Development Grants (PDGs) disbursement.

A PEG supports initiatives that are designed to bring new opportunities that broaden or deepen a major or program in an effort to support student learning.

A PDG supports faculty in their efforts to engage in professional development, including, but not limited to, research expenses and presentations at professional conferences.

d) Functions

- Review applications for PEGs and applications for PDGs.
- Make recommendations to the Provost on funding applications.
- Recommend other possible funding sources as needed.
- Keep relevant forms, such as grant applications and grant reporting forms, up to date.
- Provide guidance to Chairs/Program Directors and Faculty on applying for grants.
- Send out notices regarding due dates for applications.
- Post reports regarding disbursements so that they are accessible to the University community.
- Report to the Faculty Assembly on summary of grants disbursements for the year.

E.3 Library Advisory Committee

a) Composition

Chair: Director of Libraries

Vice Chairs: Associate Director of Research and Instruction and Assistant Director of Collections

Members (voting):

Four full-time faculty members, one from each of the clusters below, shall be elected to serve three-year terms. No faculty member shall serve more than two full consecutive terms.

- Arts and Humanities
- Biological Sciences or Physical Sciences
- Nursing
- Social Sciences, Business

Administrative Representatives (voting):

- Provost/Acting Dean of Graduate Studies or Associate Provost
- Dean of Traditional Undergraduate, either Chalon or Doheny
- Dean of Weekend/Evening College and Online Programs, or designate
- Director of Academic Innovation and Creativity
- Vice President of Strategic Initiatives, or designate
- Dean of Student Affairs, Chalon or Doheny, or designate
- Director of Academic Resource Center, or designate

Student Members (voting):

The Council shall select one undergraduate student and one graduate student to serve on the Council for a one-year term. No student shall serve more than two full consecutive terms.

b) Accountability

The Library Advisory Committee is accountable to the Faculty Assembly, the Provost, the President of the University, and the Board of Trustees in accordance with Faculty Handbook and University policies.

Minutes and records are to be maintained in the Library Administration Office.

c) Mandate

The Library Advisory Committee advises and makes recommendations regarding standards and policies of the University libraries.

d) Functions

- The Committee recommends and prioritizes initiatives to improve library services, collections, facilities, and programs. For significant initiatives, the Committee drafts and sends its recommendations to Cabinet for approval.
- The Committee reviews proposals for new academic programs and determines if additional library resources are needed to support them.
- The Committee helps evaluate potential new resources and recommends additions/deletions of licensed databases.
- The Committee periodically reviews the scope of the Libraries' collections and its alignment with the curriculum.
- The Committee provides guidance on information literacy instruction and assessment.
- The Committee provides direction and input on the Libraries' strategic plan by participating in brainstorming sessions, reviewing draft plans, and contributing ideas.
- The Committee serves as an advocate for the Libraries, disseminating information to colleagues, enlisting support for projects and initiatives, and helping to identify potential gift or grant opportunity.

E.4 Space and Calendar Committee

a) Composition

The Committee shall be led by voting Co-Chairs. One Chair shall be a representative of the Provost's Office. The other Co-Chair shall be an elected, voting, full-time faculty member for a term of three years. No Faculty Co-Chair may serve more than two full consecutive terms.

Membership (voting):

- Director of Facilities Management, or representative of that office
- Manager, University and External Events, or representative of that office
- Registrar, or representative of that office
- Three voting faculty members elected to three-year terms.

No faculty member may serve for more than two consecutive terms.

b) Accountability

The Space and Calendar Committee is accountable to the Faculty Assembly, the Provost, the President of the University, and the Board of Trustees in accordance with Faculty Handbook and University policies.

c) Mandate

The Space and Calendar Committee advises and makes recommendations regarding the allocation of physical space and resources at the Chalon and Doheny campuses, the system of reserving space and resources at the Chalon and Doheny campuses, and the drafting of the academic calendar.

d) Functions

- Makes recommendations regarding the allocation of space and resources at the Chalon and Doheny campuses, including: classroom space, office space, meeting space, and physical resources.
- Makes recommendations regarding course scheduling at the Chalon and Doheny campuses.
- Makes recommendations regarding the academic calendar.

E.5 Weekend/Evening & Online Advisory Council

a) Composition

The Council shall be comprised of the following:

- All Chairs and/or Program Directors for online and on-campus programs offered in the Weekend/Evening & Online College.
- A minimum of one ad-hoc faculty member.
- Two student members, one current student and one recent alumni. Students must be
- be able to meet during Council meeting times, have a minimum GPA of 3.0, and be in good standing with the University.
- Representatives from key support offices on campus including Financial Aid, Student
- Accounts, Registrar, Library, Student Affairs and PARC.
- WEOC Retention Manager
- Dean of the Weekend/Evening & Online College and Assistant Dean of the WEOC
- One representative from the Provost Office
- Representation from Admissions/Enrollment Management

b) Accountability

The Council is accountable directly to the Provost and communicates new programs and policies to Faculty Assembly at least once a year.

c) Jurisdiction

The Council has jurisdiction over matters that pertain only to the Weekend/Evening & Online College. The Council does not have jurisdiction over curriculum, degree requirements or academic policies pertaining to all undergraduate students or classes they may take for credit.

- The Council is responsible for disseminating information among constituencies that are involved with the Weekend/Evening & Online College.
- The Council will address immediate, mid-level and long-range opportunities and challenges, guided by a clear vision of the future of the program and the needs of the non-traditional undergraduate students it serves.

d) Functions

- The Council members will serve in an advisory role concerning program initiatives and will share in the accurate and timely dissemination of these initiatives across the University.
- The Council will make recommendations to the Provost for initiatives that pertain only to the Weekend/Evening & Online College.
- The Council may receive proposals relating to the Weekend/Evening & Online College from the Chairs/Program Directors, other committees, and University administration.

F. Standing Boards

F.1 Academic Integrity Board

The Academic Integrity Board shall review allegations of student academic dishonesty brought by a faculty member or an academic dean that are not resolved on a lower level. Where appropriate, the Board convenes a panel to hear cases and, where there is determined to be an instance of academic dishonesty, issues sanctions. Determinations and sanctions may be appealed by students, as described in section II.F.2.e. Faculty and academic deans may appeal decisions of the Board or Panel, as described in section II.F.2.g.

a) Composition

The Board shall be composed of five members:

The Chair shall be a voting, full-time, tenured faculty member elected by faculty for a term of three years. The Chair may serve no more than two full consecutive terms.

Membership:

Two voting, full-time faculty members elected by faculty for a term of three years. No faculty member shall serve more than two full consecutive terms.

Two full-time students: One shall be an undergraduate student and one shall be a graduate student. The undergraduate student member must be of full-time status and of at least sophomore standing. The graduate student members must be currently enrolled and have completed at least fifteen units at the University. Both students and two alternatives shall be appointed in consultation with Department Chairs and Student Affairs in the Spring preceding their one-year term of service. The Graduate Council will appoint two graduate students and two alternates in the Spring preceding their one year of service who will serve on the Board in lieu of the undergraduate students in any cases involving graduate grievances.

Should recommendations for student members and alternates fail to materialize adequate student representation, the Chair of the Committee will appoint the student representative(s) to the Committee.

b) Accountability

The Academic Integrity Board is accountable to the Faculty Assembly, Provost, President of the University, and The Board of Trustees.

The Board shall report to Faculty Assembly at least once every academic year.

c) Jurisdiction

The Academic Integrity Board has jurisdiction over the review of allegations of academic dishonesty against students brought by a faculty member or an academic dean.

d) Functions

- The Board shall recommend procedural and substantive changes within its jurisdiction to the Faculty Policy Committee and Faculty Assembly.
- The Board shall interpret the Academic Dishonesty Policy and Procedures.
- The Board shall receive and investigate unresolved conflicts relative to the disposition of individual academic dishonesty cases. It shall determine if the complaint has enough merit to be sent to an Academic Integrity Panel.
- The Board shall convene Academic Integrity Panels as necessary.
- The Board shall certify that the faculty or academic dean complainant has used all the ordinary means available to resolve the conflict at a lower level, which includes, but is not limited to, discussion with the student and the Department Chair or Program Director.
- The Board shall issue advisory opinions regarding academic dishonesty upon request of other institutional agencies, including the Faculty Assembly.
- The Board shall participate in hearings involving academic dishonesty cases as ex officio representatives on the Academic Integrity Panel.
- The Board shall issue a written report of findings to all parties in a complaint and see that a report is filed and maintained in the Office of the Provost.

F.2 Academic Integrity Panel

Academic Integrity Panels are convened only where allegations of academic dishonesty are not resolved at a lower level, and where the Academic Integrity Board determines the allegation has sufficient merit to warrant a hearing by a Panel.

a) Composition

- The Chair of the Panel shall be the Chair of the Academic Integrity Board as an ex officio, nonvoting member.
Panel Membership:

The voting panel shall consist of seven members:

- The two faculty members elected to the Academic Integrity Board;

- The two student members appointed to the Academic Integrity Board, if requested by the student against whom a complaint has been filed;
- One member selected by the faculty or academic dean complainant from among the full-time faculty;
- One member selected by the student from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
- One member appointed by the Office of the Provost.

If one of the four members from the Academic Integrity Board withdraws from a particular case because of personal involvement, then the Chair shall appoint a fourth member from either full-time faculty or full-time students as prescribed above.

If the Chair withdraws from a particular case because of personal involvement, the most senior serving faculty member from the Board assumes the chair and appoints a replacement member from the full-time tenured faculty after consulting with the remaining members.

Personal involvement includes, but is not limited to: bringing the complaint against the student; being in the same department or program as the faculty member bringing the complaint; being the academic advisor of the student.

b) Jurisdiction

The Academic Integrity Panel has jurisdiction over hearings in a manner consistent with section II.F.1.e after convened by the Academic Integrity Board.

c) Functions

- The Panel shall conduct hearings consistent with II.F.2.e.
- The Panel shall consider appropriate evidence.
- The Panel shall submit an opinion, in writing, to the parties involved.
- The Panel shall ensure that a copy of the findings be placed in the files of the Office of the Provost.

d) Convening the Academic Integrity Panel

The Chair of the Academic Integrity Board shall convene the Academic Integrity Panel within 20 days after a determination by the Board that a complaint should go to the Panel.

e) Hearing by the Academic Integrity Panel

- The Panel shall establish a date for a formal hearing. It shall allow adequate time to all parties for the preparation of the refutation of charges.
- The hearing shall be closed, unless all parties agree in writing that it be open. The Chair's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.
- The faculty or Academic Dean complainant and the student are both entitled to be represented at the hearing by advocates of their choice from among Mount Saint Mary's University faculty and students, but may represent themselves. Because the hearings are internal administrative hearings and not judicial in nature, the advocates must be either a Mount Saint Mary's faculty member or a

Mount Saint Mary's University student. Lawyers may not be engaged to represent the faculty member or academic dean, or the student, at the hearing. Nothing prohibits MSMU faculty, deans, or students who happen to hold legal degrees and bar membership from participation. A taped transcript of the hearing shall be made and retained for five years.

- Both parties (or their representative) have the right to present evidence and witnesses in their behalf and to confront and question opposing witnesses.
- Under normal circumstances, if the duly notified faculty complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.
- If a duly notified student does not appear to defend against the allegations, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the complainant.
- Where the Academic Integrity Panel finds the allegations of the faculty member or complaining academic dean to be valid, it may impose sanctions upon the student as described in section II.F.2.f.iii.
- The Academic Integrity Panel will file a report of its findings and any imposed sanction with the Office of the Provost. With the approval of the Provost, the sanctions shall be imposed within 20 days of the Provost's written approval.
- The student may appeal the severity of the sanction with the Office of the Provost within 10 days of notification of the sanction. The appeal should be in writing and detail the reasons that the sanction(s) issued are not in proportion to the acts of dishonesty found to be supported by the evidence. The decision of the Office of the Provost shall be final.
- Where the Academic Integrity Panel finds that the allegations of the complaining faculty member or complaining academic dean are not supported by the evidence, the student may file an Academic Grievance claim to challenge a lowered grade, where that sanction had been imposed. The Academic Integrity Panel does not have the authority to change the grade issued by the instructor.

f) Procedure when Faculty or an Academic Dean Suspect Academic Dishonesty

i) **When an instructor or academic dean has decided that an act of dishonesty has occurred, the following procedure should be followed:**

- The instructor or academic dean may meet with the student to determine if the act of dishonesty was intentional or inadvertent. Where the act of dishonesty involves course work (e.g., homework, papers, exams), if the instructor determines the alleged act of dishonesty to be inadvertent, at the discretion of the faculty member the student may be required to retake the exam or redo the assignment without further action. The faculty member should maintain a record of all communications of the incident, and copies of the assignment or examination in question.
- Whether intentional or inadvertent, the instructor may give a lower grade or an "F" in the examination or assignment. If the matter demands more severity, the instructor may assign a lower grade of an "F" for the course. Where a grade is lowered due to alleged academic dishonesty, the instructor shall notify the student of the reason for the grade.
- If the instructor views the situation as sufficiently serious to carry the matter further, in addition to the grade assignment he/she may bring the matter to the Department Chair or Program Director for consultation or further action. After consultation, the faculty member may file a complaint

against the student in a disciplinary action with the Academic Integrity Board. The complaint must be filed within 20 days of the alleged act of academic dishonesty. The same timeline and procedures apply where an academic dean is bringing an allegation regarding an accusation of dishonesty (e.g., falsification of transcripts or other documents submitted to the University).

- On the same day, the instructor or academic dean must inform the student, in writing, that the action has been filed and that the student has the right to appeal. The instructor should keep careful documentation of all communications with the student regarding the incident.
- A written report of the action taken must be filed with the Academic Integrity Board, including: identification of all of the pertinent data; when the events took place; the date written; name of the student; and name of the instructor or academic dean. The faculty member or academic dean shall make all pertinent documents available to the Academic Integrity Board upon request.

ii) Academic Integrity Board Initial Review

The Academic Integrity Board will review the complaint to determine whether an Academic Integrity Panel should be convened. A panel will be convened where: the instructor or academic dean has followed the requirements of this section; the alleged conduct is sufficiently serious to warrant action beyond that already taken by the instructor or academic dean. Examples of sufficiently serious conduct include, but are not limited to: evidence of previous instances of academic dishonesty for which the student had been confronted by the instructor or academic dean; evidence of monetary gain from acts of dishonesty, such as selling completed assignments to other students; and evidence of theft of work product from other students.

Where the Academic Integrity Board determines that an Academic Integrity Panel should be convened, the Board shall convene the panel in accordance with section II.F.2.

If the Academic Integrity Board determines that no further action is necessary, the initial actions of the instructor shall stand as the resolution of the matter.

iii) Available Sanctions

Assignment of a special project that would benefit the student. (This may be added to any sanction.)

Written reprimand with notice that any repetition could develop into a situation requiring more severe disciplinary action.

Disciplinary Probation resulting in possible loss of designated privileges for a stated period of time. Proven failure to live up to the terms of the probation may result in further disciplinary action, including suspension or expulsion. Examples of probation conditions include, but are not limited to:

- Exclusion from campus residence;
- Ban on participation in social or student governance activities;
- A special assignment related to the nature of the offense;
- Suspension from classes, campus activities, or from the University itself. The letter of suspension will specify the period of the suspension and the conditions for reinstatement;
- If the student fails to fulfill the conditions of suspension, then she could be subject to expulsion;
- A student may be put on an interim suspension from classes or barred from other privileges or activities pending a final decision on the alleged violation. The authority to do this lies with the Provost. The basis for interim suspension by the Provost is harm to the University Community;

- Pending a hearing by the Board, a student may be suspended from a professional program by the department for not meeting the ethical standards of that profession. Action to suspend the student from the University may be taken only by the Provost acting in concert with the Academic Integrity Board; and
- Expulsion from the University.

iv) Group Sanctions

Where circumstances warrant it and where there is reasonable proof that a group of students has engaged in violations of academic dishonesty, the group may be subjected to:

- Group probation;
- Denial of the use of University facilities;
- Suspension; and
- Expulsion.

F.3 Academic Grievance Board

A University Academic Grievance Board shall be established with the authority to resolve grievances within its jurisdiction.

a) Composition

The Academic Grievance Board shall be composed of five members:

The chair is a full-time, tenured faculty member, elected by the faculty for a three-year term. No chair may serve more than two full consecutive terms.

Membership:

Two full-time faculty members elected for a three-year term.

No faculty member may serve more than two consecutive terms.

Two student members who serve one-year terms on the Board. The student members must be of full-time status and at least sophomore standing and, if a graduate student, have completed at least fifteen units at the University. The Chair of the Board will appoint the student representatives in consultation with the Vice President of Student Affairs and/or the Graduate Council.

b) Accountability

The Academic Grievance Board is accountable to the President of the University.

c) Jurisdiction

The Academic Grievance Board shall receive and investigate complaints, excluding those pertaining to a learning disability (see University Disability Grievance Procedure), that have not been resolved on a lower level (Instructor and Department Chair/Program Director) on:

- Admission into a major or program
- Disqualification from a major, a program, or from the University
- Student academic performance evaluations (grades)

- Other instructional matters that rise to the level of egregious unfairness to the student

d) Functions

The Academic Grievance Board shall:

- Carry out the functions in a timely manner, taking all due steps to help the case proceed in as expeditious a way as possible.
- Distribute current policies and procedures to all faculty in the beginning of each academic year.
- Interpret the Student Bill of Rights in such cases where there has been an alleged violation of those rights and the academic grievance procedure requires such an interpretation in order to reasonably assess the student's complaint. (These rights are set out in the Student Handbook).
- Cases involving learning disabilities are handled by the University Disability Grievance Procedure.
- Issue advisory opinions regarding academic grievances upon request of other institutional agencies, including the Faculty Assembly.
- Attempt to resolve the complaint through the Informal Resolution process. (See sections II.F.2.e and f Informal Resolution).
- Initiate and investigate the complaint through the Formal Resolution process when indicated. (See section II.F.2.i Formal Resolution).
- Consult with and inform the Committee on Academic Freedom before any hearing or action is taken.

e) Informal Resolution of Grievances and Grade Appeals

A student must first attempt to resolve a complaint by meeting with the instructor. If unsuccessful, the student must then contact the Department Chair or Program Director. When a student or group of students has been unsuccessful in resolving the complaint with the Instructor or the Department Chair/Program Director, the Academic Grievance Board shall attempt to resolve the complaint.

The burden of proof is on the student. In a grade appeal, the student should show the instructor made a clerical error in computing the grade or an egregious error of judgment in evaluating the student's performance. The Board shall not substitute its judgment for that of the instructor regarding materials assigned, assignments given, or weight given to assignments.

f) The Informal Resolution Process

A student who wishes to file a grievance must submit a request in writing or via the University email system to initiate the Informal Resolution process. The request must be submitted to the Academic Grievance Board Chair within a maximum of fourteen (14) calendar days after the posting of final grades by the Registrar, in the case of a grade appeal.

- The request must include a detailed description of the facts and circumstances to support the allegations.
- In order to submit a grade appeal, the student must have satisfied the attendance policy and completed all the course requirements as set out by the syllabus. Where these conditions are not met, the Academic Grievance Board will dismiss the appeal without further action.

After receiving the student's request, the Chair of the Academic Grievance Board will inform the relevant faculty member(s) and the Department Chair or Program Director and provide a copy of the written request. The faculty member shall make all pertinent records, including the syllabus, available to the Academic Grievance Board Chair.

The Academic Grievance Board will consult with the faculty member to determine whether the student fulfilled all course requirements and attendance policies as indicated in the syllabus. If it is determined that the student did not meet these expectations, the complaint will be dismissed without further action.

g) Academic Freedom Issues

The Academic Grievance Board must notify the Chair of the Academic Freedom Committee in writing of the nature of the complaint. Where the Chair of the Academic Freedom Committee sees the potential for an academic freedom violation, the case shall be suspended for up to 10 days so that a determination may be made regarding the potential violation of academic freedom. The Academic Freedom Chair may notify the faculty member of the potential violation and assist the faculty member in filing an Academic Freedom complaint, if the matter proceeds. The faculty member may request that a member of the Academic Freedom Committee attend any hearings.

h) Change of Grade

In the case of a grade appeal, the responsibility for assessing student achievement and assigning grades rests with the faculty. Only the faculty member is empowered to change a grade, unless a clerical error has been made (at which point the Department Chair or Program Director can file the correct grade with the Registrar).

If a resolution is not reached, the student, in consultation with the Chair of the Academic Grievance Board, may proceed to the Formal Resolution process.

i) Formal Resolution

If the Informal Resolution process described above does not yield a successful resolution, the student may file a written or emailed request for a Formal Grievance Hearing.

- **When and Where to File**

The student must submit a written/emailed request for a Formal Resolution to the Chair of the Academic Grievance Board within seven (7) calendar days after the end of the Informal Resolution process. Where the student is unable to reach the instructor, the Chair shall take appropriate action to assist in locating the instructor.

- **What to File**

The request must include the following:

- i) A copy of the request submitted for the Informal Resolution
- ii) Written statement setting out the evidence to support the allegations
- iii) A full description of the Informal Resolution process (e.g., attempts made to resolve the dispute)
- iv) A statement of the remedy requested by the grievant student (such as the grade thought to be warranted)

j) Notice of Receipt

Upon receipt of the request for a Formal Hearing, the Chair of the Academic Grievance Board will determine if the requirements of the informal process have been met. The Chair will then notify the student in writing or email of this decision.

k) Investigation/Hearing

When a hearing is deemed appropriate, the Chair of the Academic Grievance Board will convene the members who will conduct the formal hearing and determine the final disposition of the grievance.

l) Representation

The members included in the formal hearing are as follows:

- The Chair of the Academic Grievance Board, who chairs the hearing;
- The two elected faculty members of the Academic Grievance Board;
- The two students appointed to the Academic Grievance Board, if requested by the student filing the complaint;
- One member selected by the student from among the tenured, full-time faculty, or full-time students of appropriate standing (undergraduate or graduate). First-year students are prohibited from serving as representatives on a formal grievance hearing.
- One member selected by the faculty member involved from among the tenured, full-time faculty, or full-time students of sophomore, junior, or senior standing.
- One member appointed by the President of the University.

If one of the members of the Academic Grievance Board withdraws from a particular case (e.g., because of a conflict of interest), then the Academic Grievance Board Chair, in consultation with the remaining members of the Board, will appoint a substitute.

The substitute must be either a faculty member or full-time undergraduate/graduate student of appropriate standing (i.e., not a first-year student).

If the Chair is unable to serve on a particular case, the senior remaining faculty member on the committee assumes the position of Chair and, in consultation with the Board, appoints an additional member to the committee.

m) Procedures (Formal Hearing)

The Board shall establish a date for a formal hearing. It shall give adequate time to the faculty member to respond to the charges and submit the refutation in writing to the Chair of Academic Grievance and to the student.

The hearing shall be closed unless both parties agree in writing that it be open. The Chair's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.

The student and instructor normally represent themselves but are entitled to select an advocate, from within the MSMU faculty or student body, to represent them at the formal hearing. Because the hearings are administrative, not judicial, in nature, the advocates may not be lawyers hired to represent the student. Nothing prevents MSMU students or faculty members who hold a juris doctorate and bar membership from serving as advocates.

A taped manuscript of the hearing shall be made and retained for five years.

Both parties (and their representatives) have the right to present evidence and witnesses in their behalf and to confront and question opposing witnesses. The two parties may opt to exchange their witness lists prior to the formal hearing by providing them to the Chair of Academic Grievance, and any expectation of the sharing of the witness lists is to be reciprocated.

Under normal circumstances, if the duly notified grieving student does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.

If a duly notified faculty member or dean does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.

n) Findings and Notification

Upon completion of the investigation and formal hearing, a decision will be reached in closed session.

The Chair of the Academic Grievance Board will provide a final written report containing a summary of the investigation, the views of the majority regarding the strength of the arguments, and the recommended appropriate actions.

A minority of two or more members may present a written report indicating specific disagreements.

Both reports shall be communicated in writing to the student and to the faculty member. The Chair of the Academic Grievance Board will place the report(s) in the faculty member's and the student's permanent file.

The written reports should be provided to the student and the faculty following the hearing and in a timely way, unless prohibited by unusual circumstances.

o) Student Appeals

If the decision is in favor of the faculty member, no further appeal is possible and the case is closed.

p) Faculty Appeals

In the case of a grade appeal in which the panel finds an egregious error, the faculty member is expected to reassess the grade in light of the evidence brought out at the Formal Hearing.

If the decision is in favor of the student and the faculty member believes it to be without sufficient merit, he/she may appeal to the Faculty Review Board. (See section II.F.2.q Faculty Review Board)

q) Faculty Review Board

The Faculty Review Board shall be established with the authority to reverse a decision made in favor of the student by the Academic Grievance Board, upon request of the faculty member involved.

i) Composition

The President of the Faculty shall be a voting member.

Two tenured faculty drawn by lot from outside the discipline area in which the grievance arose shall be voting members. No faculty member involved on the Academic Grievance Board is eligible for this Review Board.

Two tenured faculty members from the general discipline area (or related discipline in the case when no tenured faculty is available) in which the grievance arose shall be ex officio and nonvoting members.

ii) Accountability

The Faculty Review Board is accountable to the President of the University.

iii) Jurisdiction

The Faculty Review Board shall affirm or reverse the findings of the Academic Grievance Board upon faculty request, when made within thirty (30) calendar days after notification of the decision reached during the Formal Resolution.

iv) Functions

The Faculty Review Board shall:

- Review and evaluate all evidence, reports, and records, including the tape recording of the hearing.
- Affirm or reverse the decision made during the Formal Resolution.
- Provide a written report of their decision to the Academic Grievance Board and to the student(s).
- Place a copy of the written report in the permanent file of the faculty member.

F.4 Community Standards Review Committee

This Committee is under the auspices of the Vice President of Student Affairs. (See Mount Saint Mary's University Student Handbook for composition and functions of the Community Standards Review Committee).

Composition

Three full-time faculty members shall be elected in an open faculty election to the Community Standards Review Committee:

One elected annually for a one-year term;

Two elected for two-year terms, only one of whom shall be elected each year in order to provide continuity.

G. Ad Hoc Committees

Ad Hoc committees may be appointed by an administrative officer or by a major standing committee.

G.1 Committee on Academic Privilege and Tenure

a) Composition

This committee shall consist of nine members, three of whom shall be the representatives on the Academic Freedom Committee. The six remaining members shall be:

- two appointed by the President of the University,
- one member selected by the defendant, and

- three members selected by lot from the current list of full-time faculty members with at least two years of experience at the University:
- two of the three members selected by lot shall be from the academic area/field of the defendant (i.e., Social Sciences, Physical Sciences, etc.)

b) Accountability

The Committee on Academic Privilege is accountable to the President of the University.

c) Jurisdiction

The Committee on Academic Privilege and Tenure shall hear matters arising from allegations as to the fitness of a tenured faculty member.

d) Functions

Upon placement of formal charges of termination for cause of a tenured faculty member by the President of the University, the functions of the Committee shall be to conduct hearings, consider evidence and consult with whomsoever it deems appropriate, and submit an opinion to the President.

e) Procedures Governing the Termination of Tenured Faculty Members:

i) Preliminary Proceedings Concerning the Termination for Cause of a Tenured Faculty Member:

When reason arises to question the fitness of a tenured faculty member, the President shall ordinarily discuss the matter with the faculty member in a personal conference. The matter may be terminated by mutual consent at this point.

ii) Commencement of Formal Proceedings

- Formal proceedings shall be commenced by a communication addressed to the faculty member by the President of the University. This communication shall include a statement formulated concerning grounds for dismissal of the faculty member and shall indicate that hearings will be conducted by the Committee on Academic Privilege and Tenure, unless the faculty member formally refuses the right of hearing, in which case he/she de facto accepts the termination decision.
- The faculty member shall state in writing to the Chair of the Committee on Academic Freedom whether he/she wishes a hearing by the Committee on Academic Privilege and Tenure, and he/she shall respond to the President in writing to the statements in the President's communication within two weeks of the receipt of that communication.

iii) Convening the Committee on Academic Privilege and Tenure

- The Committee shall be convened by the President of the University within two weeks after the receipt of the faculty member's response.
- The Chair of the Academic Freedom Committee shall be responsible for the drawing of lots and any other duties related to the convening of the Committee on Academic Privilege and Tenure.

- The Committee on Academic Privilege and Tenure shall select its Chair at its first meeting.

iv) Hearing by the Committee on Academic Privilege and Tenure

- The President of the University or her representative, after the convening of the Committee on Academic Privilege and Tenure and its selection of a Chair, shall present to the Committee a formal statement of charges for its consideration. Included in this statement shall be a summary of the evidence and incidents on which the charges are based; a list of witnesses; and the relevant legislation, by-laws, rulings, and/or policies that have been violated. A copy of this statement shall be simultaneously presented to the faculty member in question. The Committee shall also receive the letter of the faculty member giving an initial response to the statement formulated for grounds of dismissal.
- The Committee shall establish a date for a formal hearing. It shall allow adequate time for the preparation of refutation of the charges by the faculty member.
- The President may designate a representative to assist in presenting the charges. The faculty member shall be advised as to the right to select an advisor who may act as counsel.
- The hearings shall be open to members of the University community at the discretion of the Committee but only with the concurrence of the faculty member.
- The faculty member in question shall be present during the presentation of the evidence. He/she shall withdraw during the deliberation of the evidence by the Committee.
- The faculty member shall have the right to call witnesses in his/her behalf.
- All witnesses shall testify in the presence of the defendant and may be cross-examined. (Exceptions to this rule will be granted by the Committee in extraordinary circumstances.)
- In cases involving charges of professional incompetence, a formal written report of departmental associates and colleagues from cognate fields shall be requested. If necessary and/or desirable, evidence from extra-institutional specialists may be considered.
- Speed, while eminently desirable, shall not be pursued to the detriment of justice.
- The President may suspend the faculty member with pay during the proceedings.
- Subject to the procedural rules indicated in this section, the Committee on Academic Privilege and Tenure shall conduct its hearings in the interest of achieving a reasonable balance between the demands of institutional integrity and the human rights of the faculty member. Total performance of the faculty member at the institution shall be taken into consideration.

v) Consideration by the Committee on Academic Privilege and Tenure

- The Committee on Academic Privilege and Tenure shall reach its opinion in conference with or without any transcript of the record as it may desire.
- In any case, it will reach explicit findings with respect to each of the grounds for dismissal presented.
- The Chair of the Committee on Academic Privilege and Tenure shall present a written report representing the views of the majority of the Committee regarding the validity of the charges as grounds for dismissal. The written report shall recommend appropriate sanctions, if indicated.

- A minority of two or more members of the Committee on Academic Privilege and Tenure may present a written report indicating specific disagreements with the majority report.
- Both reports shall be communicated in writing to the President of the University and to the faculty member.
- A complete record of proceedings and reports shall be made available in identical form and at the same time to the Committee on Academic Privilege and Tenure, and to the faculty member.
- The final report should include one of the following:
 - Statement that the faculty member did not request academic freedom review; and
 - Report of the Academic Freedom Committee

vi) Procedures governing termination of probationary faculty members

If a probationary faculty member with two years completed charges that his/her contract was not renewed because of academic freedom, this machinery shall be available with the following provisions:

- The faculty member must state in writing to the Chair of the Committee on Academic Freedom the grounds on which he/she bases the allegation.
- The faculty member must sustain the burden of proof.

G.2 Faculty Grievance Committee

a) Grievance Procedure

The following procedure shall be available in a dispute between a faculty member and the University except:

- where jurisdiction is specifically conferred upon another committee or process (e.g., section I.C.2 Dismissal for Cause)
- where other exclusions or reservations are specifically adopted by the University. The committee described herein is empowered to hear and/or resolve formal grievances and complaints.

The committee described herein is empowered to hear and/or resolve formal grievances and complaints.

- A formal grievance is a petition which directly affects a contractual right or obligation of a faculty member.
- A complaint is a petition which relates indirectly to a faculty member's rights and obligations, but is directly relevant to the performance of ministerial faculty duties, or to the maintenance of a working environment free from hostile or intimidating influences.

The committee described herein shall also have referral jurisdiction if another committee specified in the Handbook shall decline to consider a dispute.

It is the policy of the University to encourage informal resolution of grievances and complaints; therefore disputants are encouraged to engage in oral and written discussion as a necessary prelude to the initiation of formal procedures.

b) Formal Procedure

i) Ordinary Internal Petition and Resolution:

A formal written request for discussion with the appropriate supervision shall be initiated. The discussion shall focus on the following three issues:

- the nature of the dispute;
- the gravity of the dispute;
- proposed remedial actions, if warranted.

Each participant shall record in writing their understanding of the discussion.

If this discussion does not resolve the dispute, the dispute and the understandings shall be sent to the Provost or other officer of the University for review and recommendations for resolution.

If the recommendation of the Provost or other officer is not acceptable to the parties, any party may invoke extraordinary means of resolution described below.

ii) Extraordinary Means of Resolution

For purposes of this section the Faculty Assembly Executive Council shall constitute a Faculty Grievance Committee.

- For purposes of hearings conducted under Financial Exigency section I.C.14 Appeals, the chair of Faculty Status shall be replaced by the chair of the Academic Freedom Committee.
- Any vacancy shall be filled by a senior faculty member appointed by the Faculty Policy Committee.

If the procedures described in section II.G.2.b Formal Procedure do not resolve the dispute, the Committee shall conduct formal hearings and recommend a resolution of the dispute.

Normally, any dispute brought to the Faculty Grievance Committee shall be on the basis of an allegation that:

- incorrect or improper procedures were used;
- a decision was contrary to the weight of the evidence;
- the discovery of new evidence is of sufficient import to change the outcome of a decision;
- bias or improper discrimination was present in the decision-making process.

In conducting a hearing under this section, the following rules shall apply:

- The Faculty Grievance Committee shall take the initiative to conduct hearings after reviewing the materials available under section II.G.2.b Formal Procedure.
- All relevant data should be considered.
- The burden of proof shall be upon the party making an allegation.
- Hearings shall be closed and confidential.
- The parties shall make no public statements in the course of the hearings.
- All parties have the right to present and to cross-examine witnesses.
- Strict rules of legal evidence shall not apply. The standard for admissibility of any evidence shall be its probative weight. The recommendations of the Faculty Grievance Committee shall be based solely on the evidence presented at the hearings.
- If, in the judgment of the Grievance Committee, the President, in the direct exercise of presidential responsibilities, is the primary party in the dispute, then the disposition of an appeal shall lodge with the Board of Trustees.
- Responses and time limits envisioned within section II.G.2.b.i Ordinary Internal Petition and Resolution shall not exceed 10 working days. The Faculty Grievance Committee may extend the time limit if such appears reasonable.

H. Appointive Committees

Faculty members shall be appointed by the President or her designee to committees which serve specific functions in the academic or student life areas. The committees include but are not restricted to:

- Academic Leadership Council
- Graduate Council
- Weekend College Advisory Council
- Academic Technology Roundtable
- Animal Welfare Committee
- Budget Committee
- Hazardous Material Committee
- Honors Committee
- Human Subjects Committee

- Multicultural Advisory Council
- Women's Studies Advisory Committee
- Scholarship Committee

III. University Policies

Faculty members at MSMU are covered by University wide policies pertaining to their employment.

- A. Policies governing faculty employment are maintained on the University's website at the Provost Page. These policies are updated regularly and include (among others):
 - University Faculty and Staff Title IX Policy
 - Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation Disability Grievance Procedures
 - MSMU Sick Leave Policy for Faculty
 - MSMU Intellectual Property Policy
 - Starting Salaries
- B. Information regarding payroll issues, medical and insurance benefits, retirement information, Worker's Compensation, Disability Insurance, and State Unemployment Insurance are maintained on the University's website at the Human Resources page.